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2004

# 2004 ANNUAL REPORT

## TOWN OF CHARLESTOWN NEW HAMPSHIRE



*Photo Courtesy of Tim Hanson*



### IN MEMORIAM

The Selectboard dedicates its 2004 Annual Report to Oscar J. Makinen who was an integral part of Charlestown's town affairs for over 25 years. From the time he moved to town in 1966 to his relocation to Walpole in 2003, his life revolved around politics. During his first term as Selectman in the early 70's, he spent many a night huddled near the pot-bellied woodstove in the Old Town Hall working on various town projects. He often told of the "drive by" method of assessing used back in those years.

Not only did Oscar volunteer himself for numerous positions needed to run the town, he had a knack for convincing others to do so as well. On more than one occasion, he actually paid the \$1.00 filing fee for a candidate knowing full well that he could persuade his handpicked individual to come around to his way of thinking.

Computers and Oscar Makinen were synonymous. Never did you see the man without his IBM cards readily available in his shirt pocket. Over the years, he assisted just about every department with its computer needs. Whenever the town offices needed to upgrade computers, Oscar was there to write the specifications for the new equipment. The older models would be relocated to other departments such as highway and ambulance, where Oscar would set up useful applications for those areas. He created the first computer generated checklist and ambulance-billing system.

Oscar's sense of fairness was the impetus that led the Water and Sewer Commissioners to arrange the installation of the first water meters back in the early 1980's. Oscar's ingenuity made it possible for the Town of Charlestown to purchase hundreds of used meters from the city of Keene.

Besides serving as Selectman/Water and Sewer Commissioner, Oscar also volunteered his time and talent to the Planning Board, Finance Committee, Conservation Commission, Zoning Board of Adjustment and Zoning and Planning Regulation Committee. In 1977 he was appointed the first Building Inspector and Zoning Administrator of Charlestown. In 2004, we bid farewell to Oscar J. Makinen, whose community mindedness and government involvement will not soon be forgotten in the annals of Charlestown.

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2004

# ANNUAL REPORTS

Of the Selectboard  
And  
Other Town Officers

## CHARLESTOWN, N.H.

For the Year Ending  
December 31, 2004

## TABLE OF CONTENTS

Abatements.....	37
Ambulance Report.....	64
Auditor's Report.....	32
Births.....	74
Budget 2005.....	14
Building Inspector/Health Officer.....	70
Cemetery Report.....	67
Charlestown Medical Building.....	67
Comparative Statement of Appropriations & Expenditures.....	26
Conservation Commission.....	73
Deaths.....	75
Department of Revenue Administration – 2004 Tax Rate.....	25
Detailed Statement of Expenditures.....	44
Fire Department.....	65
General Fund Balance Sheet.....	28
Health & Human Services.....	71
Holiday Schedule.....	4
Home Health Care, Hospice & Community Services.....	72
Librarian's Report.....	63
Library Trustees Report.....	62
Library Trustees Treasurer's Report.....	60
Marriages.....	77
Office Hours/Meeting Dates.....	3
Planning Board.....	69
Police Department.....	66
Recreation Department.....	68
Schedule of Town Owned Property.....	30
Selectboard.....	1
Statement of Debt.....	29
Summary Inventory of Valuation.....	17
Tax Collector.....	33
Town Clerk.....	33
Town Meeting 2004 Minutes.....	18
Town Meeting 2005 Deliberative Session.....	12
Town Officers & Committees.....	5
Town Warrant – 2005.....	8
Treasurer's Report.....	40
Trustees of Trust Funds.....	55
Wastewater Department Department.....	83
Water Department.....	81
Water/Wastewater Balance Sheet Department.....	85
Water/Wastewater Superintendent's Report.....	86

## REPORT OF THE SELECTBOARD

Once again, construction activity has been a major focus of the Selectboard's attention in 2004. With the major water & sewer project behind us, the Selectboard turned its attention to other infrastructure needs including highways, the transfer station, and municipal office space as well as some additional water system improvements. The repaving of South Hemlock Road was accomplished using a new asphalt injection process for the first time. So far the results have been promising and we look forward to using this process on other Town roads. The Board was disappointed with the bid results on the Fling Road bridge/sewer project, which came in well over budget, exceeding \$360,000. As a result the Board is investigating other less expensive alternatives including "slip lining" the existing culvert which can be accomplished for less than \$100,000. While there are still some hurdles associated with this approach, we are hopeful that the project can be completed in 2005.

A new building was completed at the transfer station and, with the extension of water and sewer lines into the facility, our transfer station employees now have a real bathroom with hot and cold running water for the first time; not exactly a luxury considering the environment they must work in. The main roadway through the facility was also paved and as a result, we expect a much less difficult "mud season" this spring.

We have made some progress in renovating the Bakery Building for use as the Selectboard's office. A new handicap access ramp has been constructed and we are working on other improvements including accessible bathrooms, necessary wiring and replacement of the ceiling, which is in very poor condition. Additional funds are being sought for this work in Warrant Article 8 and we ask the voters' continued support for this project. We hope to make the move before the end of 2005.

New water pump stations have been constructed at the foot of Stevens Street and on Salt Shed Road. These two projects, along with the aforementioned extension of water and sewer lines into the transfer station, were accomplished "in-house" by the Water & Wastewater Department. Hats off to Superintendent Dave Duquette and his crew who saved the Town a significant sum of money by accomplishing these projects without the use of outside contractors, except for the necessary electrical work. Another pump station is budgeted for 2005.

The Board wishes to acknowledge the work of two other employees this year. First, we welcome Keith Weed as our new Highway Superintendent. Keith came to us from Claremont last spring, bringing a wealth of knowledge and experience in all facets of highway maintenance and construction. He has worked well with the Selectboard, the Highway Advisory Board and his crew in developing new approaches to meeting our highway needs.

We also want to give special recognition to our Office Manager, Pat Royce, who celebrated her 25<sup>th</sup> anniversary with the Town in 2004. Pat is the driving force that keeps the Town's administrative operations running smoothly. Without her dedication and tireless effort we would be truly lost.

The 2005 proposed total budget package, including all recommended warrant articles, is up slightly more than 5 percent over last year. The Finance Committee and the Selectboard worked for many weeks to make this budget as frugal as possible, but it is almost impossible to develop a budget with no increases, as the costs of electricity, insurance, fuel, and maintenance climb every year.

One budget related issue that the Selectboard is deeply concerned about is the petitioned Warrant Article #15 to create a formal Budget Committee. The Selectboard strongly opposes such a radical change to our time tested budget process for several reasons. First and foremost, it would take a significant amount of budget authority out of the hands of the voters themselves. Furthermore, we feel that the Selectboard, with its intimate knowledge of the Town's day-to-day operations, coupled with the valued input of our advisory Finance Committee, is in a far better position to prepare a realistic budget than a large group of volunteers meeting for just a few weeks at the end of each year. We believe that this ill-advised proposal should be defeated.

In closing, we send our thoughts and good wishes to all with family or friends serving in the military. These brave men and women deserve our utmost gratitude and support during these difficult times.

Finally we thank our Town employees, the many volunteer members of the Town's various boards and committees, the many community service organizations and the citizens themselves that help to make Charlestown a wonderful place to live, work and raise a family.

## **OFFICIAL OFFICE HOURS/MEETING DATES**

### **SELECTMEN'S OFFICE**

Weekdays: 8:00 A.M. to 4:00 P.M., except holidays

Tel. 826-4400

**MEETINGS:** first and third Wednesday, 7:00 P.M.

Fax 826-5181

### **TOWN CLERK/TAX COLLECTOR'S OFFICE**

Monday: 8:00 A.M. to 1:00 P.M. and 1:30 to 6:00 P.M.

Tel. 826-5821

Tuesday through Friday: 8:00 A.M. to 1:00 P.M. and  
1:30 to 4:00 P.M., except holidays

### **BUILDING DEPARTMENT**

Monday and Wednesday: 4:30 to 6:00 P.M.

Tel. 826-4400

### **HEALTH AND HUMAN SERVICES**

Tuesday and Thursday: 8:30 A.M. to 1:00 P.M.

Tel. 826-5266

Other days on-call:

1-800-894-8400

### **PLANNING BOARD OFFICE (Bakery Building, downstairs)**

Monday through Friday – 8:00 A.M. to 4:00 P.M.

Tel. 826-5368

**MEETINGS:** first and third Tuesday, 7:00 P.M.

Fax 826-3709

### **TRANSFER STATION**

Tuesday & Friday: 7:00 A.M. to 5:00 P.M.

Tel. 826-3201

Wednesday: 12:00 noon to 6:00 P.M.

Saturday: 7:00 A.M. to 4:00 P.M.

### **CONSERVATION COMMISSION**

Third Monday of each month: 7:00 P.M.

### **RECREATION COMMITTEE**

First Tuesday of each month: 7:00 P.M., Town Hall

**All meetings are held in the Community Room, unless otherwise stated**

### **EMERGENCY PHONE NUMBERS**

**Police, Ambulance and Fire – 911**

(Police Department – non-emergency – 826-5747)



**2005 HOLIDAY SCHEDULE**  
**TOWN OFFICES**

- Friday December 31 – New Years Day (Observed)
- Monday February 21 – Presidents Day
- Monday May 30 – Memorial Day
- Monday July 4 – Independence Day
- Monday September 5 – Labor Day
- Monday October 10 – Columbus Day
- Thursday November 24 – Thanksgiving Day
- Friday November 25 – Day after Thanksgiving
- Monday December 26 – Christmas Day (Observed)

**TRANSFER STATION**

- Saturday January 1 – New Years Day
- Tuesday May 31 – Day after Memorial Day
- Saturday December 24 – Christmas Eve

**LIBRARY**

Same as Town Offices with 1 additional day

- Saturday November 26 – Thanksgiving weekend



## **TOWN OFFICERS**

<b>Selectmen</b>	Steve Neill	2005
	Brenda Ferland	2006
	Jon LeClair	2007
<b>Health &amp; Human Services</b>	Community Alliance	
<b>Chief of Police</b>	Edward C. Smith	Appointed
<b>Animal Control Officer</b>	Police Department	
<b>Treasurer</b>	Joan Kuncik	2006
<b>Town Clerk/ Tax Collector</b>	Debra J. Clark	2005
<b>Health Officer/ Building Inspector</b>	Robert Rivard	Appointed
<b>Deputy Health Officer/ Building Inspector</b>	Bud Von Ahnen Jr.	Appointed
<b>Moderator</b>	Albert St. Pierre	2006
<b>Supervisors of Checklist</b>	Joan Kuncik	2006
	Patricia Pickul	2008
	Doris Blodgett	2010
<b>Administrative Assistant to Selectboard/ Planning &amp; Zoning Administrator</b>	David M. Edkins	Appointed
<b>Trustees of Trust Funds</b>	Barbara Jones	2005
	Margaret Spaulding	2006
	David T. Henry, Chair	2007
<b>Cemetery Trustees</b>	Dona Mates	2005
	Jeff Lessels	2006

	Victoria Sargent	2007
<b>Librarian</b>	Sandra Perron	Appointed
<b>Assistant Librarian</b>	Holly Shaw	Appointed
<b>Library Trustees</b>	Jacqueline T. Kasprzak	2005
	Diana Bushway	2005
	Joan Ilves	2006
	Janice MacDonald, Chair	2006
	Katherine Brenton	2006
	Misha Yakovleff	2007
	James Furman	2007
<b>Trustees-Medical Association</b>	Kenneth Place	2005
	John Murray - appt	2005
	Jeannette Langdon	2007
<b>Fire Chief</b>	Gary Stoddard	2005
<b>Ambulance Director</b>	Gerry Beaudry	Appointed
<b>Emergency Mgt. Dir.</b>	Gary Wallace	Appointed

### **TOWN COMMITTEES**

#### **Conservation Commission**

Jon LeClair	Ex-Officio
Charles St. Pierre	2005
Ruth Pratt	2005
Dick Holmes - Chair	2006
Travis Royce	2006
James Fowler	2007
<b>Alternates:</b>	Aare Ilves
	2006

#### **Finance Committee**

Richard St. Pierre	2005
Joyce Higgins	2005
Frank McKane	2005
Aare Ilves	2005
David Richardson	2006
Dan Champney	2006
Tom Minickiello	2007
Barbara Ann Blanchard	2007
Susan Laware	2007

<b>Recreation Committee</b>	Cheryl Ravlin - Chair	2005
	Herbert Monroe	2005
	Jeremy Tenney	2006
	Tina LaFlam	2006
	Wendy Balcom	2006
	Dana Rogers, Asst Dir.	2007
	Kerry Johnson	2007
<b>Recreation Director</b>	Bruce Pilvelait	2007
	William MacDonald	Appointed
<b>Highway Advisory Board</b>	Frank McKane	2005
	Al St. Pierre	2005
	David A. Richardson	2006
	Barry Metcalf	2006
	Bruce Putnam - Chair	2007
	Tom Minickiello	2007
<b>Planning Board</b>	Steve Neill	Ex-officio
	Robert Frizzell - Chair	2005
	Sharon Francis – Vice Chair	2005
	Roger Thibodeau	2005
	David Sussman	2006
	Robert Beaudry	2006
	Gail Fellows	2007
	Fred Poisson	2007
<b>Alternates:</b>	Linda Stewart	
	Eric Lutz	
<b>Zoning Board of Adjustment</b>	Andy Jellie	2005
	Kenneth Place - Chair	2006
	Terri Fisk – Vice Chair	2006
	Barbara Jones – Sec.	2007
	Eric Lindblade	2007
<b>Alternates:</b>	Robert Frizzell	2005
	Ken Arkell	2006
	Patricia Cormack	2007
	Harold Ames	2007

**STATE OF NEW HAMPSHIRE  
TOWN OF CHARLESTOWN  
2005 ANNUAL TOWN MEETING WARRANT**

**TO THE INHABITANTS OF THE TOWN OF CHARLESTOWN, NEW HAMPSHIRE who are qualified to vote in Town affairs,**

**TAKE NOTICE AND BE WARNED** that the First and Second Sessions of the Annual Town Meeting of the Town of Charlestown, New Hampshire, will be held on **Wednesday, February 9, 2005 commencing at 7:00 P.M. in the Charlestown Middle School gymnasium** and on **Tuesday, March 8, 2005 commencing at 8:00 A.M. in the Community Room at the Silsby Library/Municipal Building.** At the second session, voting, on all warrant articles will be by Official Ballot commencing at 8:00 A.M. and concluding at 7:00 P.M. unless the Town Meeting votes to keep the polls open to a later time.

**ARTICLE 1.** To elect the necessary Town Officers for their respective terms.

**ARTICLE 2.** To see if the Town will vote to accept the reports of the various Town Officers and to take proper action thereon.

**ARTICLE 3.** To see if the Town will vote to appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the first session, for the purposes set forth therein, the sum of \$3,724,321 which represents \$2,917,758 for the Town operating budget, \$464,132 for the Water Fund operating budget and \$342,431 for the Sewer Fund operating budget.

Should this article be defeated, the default operating budget shall be \$3,560,427 which is the same as last year's budget\*, with certain adjustments required by previous action of the Town or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

\*The default budget represents \$2,769,006 for the Town operating budget, \$523,155 for the Water Fund operating budget, and \$268,266 for the Sewer Fund operating budget.

NOTE: This warrant article (operating budgets) does not include appropriations in ANY other warrant article.

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**ARTICLE 4.** To see if the Town will vote to increase the Optional Veterans' Tax Credit from property tax in the Town of Charlestown from the current amount of \$100.00 to \$250.00, effective with the tax year beginning April 1, 2005, as provided in RSA 72:27-a & 72:28.

**The Selectboard recommends this article.**

**ARTICLE 5.** To see if the Town will vote to raise and appropriate, by special warrant article, the sum of \$75,000 for the purchase of a new John Deere backhoe with grapple attachment for use at the Charlestown Transfer Station.

**The Selectboard recommends this appropriation.**

**The Finance Committee does not recommend this appropriation.**

**ARTICLE 6.** To see if the Town will vote to raise and appropriate, by special warrant article, the sum of \$145,000 for the purchase of a new all wheel drive dump truck with plow, wing and combination body for use by the Highway Department.

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**ARTICLE 7.** To see if the Town will vote to raise and appropriate, by special warrant article, the sum of \$120,000 for the purchase of an excavator and trailer for use by the Highway Department.

**The Selectboard does not recommend this appropriation. .**

**The Finance Committee recommends this appropriation.**

**ARTICLE 8.** To see if the Town will vote to raise and appropriate, by special warrant article, the sum of \$20,000 for the continuation of renovations to the upper floor of the Bakery Building including but not limited to the installation of handicapped accessible bathrooms and telephone/computer network wiring. This will be a non-lapsing appropriation per RSA 32:7 VI and will not lapse until the work is completed or December 31, 2007, whichever is sooner.

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**ARTICLE 9.** To see if the Town will vote to raise and appropriate, by special warrant article, the sum of \$10,000 for the purpose of replacing the carpeting in the Silsby Library.

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**ARTICLE 10.** To see if the Town will vote to raise and appropriate, by special warrant article, the sum of \$21,000 for the purchase of a new compressor/air pack station for use by the Fire Department.

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**ARTICLE 11.** To see if the Town will vote to change the purpose of the existing Recreation Facility Capital Reserve Fund (created in 1995) to the Swimming Pool Rehabilitation Capital Reserve Fund. (2/3 vote required)

**The Selectboard recommends this article.**

**ARTICLE 12.** To see if the Town will vote to appropriate, by special warrant article, the sum of \$89,000 for the purpose of rehabilitating the Town Swimming Pool and to authorize the withdrawal of \$50,000 for this purpose from the Swimming Pool Rehabilitation Capital Reserve Fund with the balance of \$39,000 to be raised by general taxation. Should the previous article changing the purpose of the Recreation Facility Capital Reserve Fund to the Swimming Pool Rehabilitation Capital Reserve Fund not be approved by the necessary 2/3 vote, this entire appropriation shall be null and void. If approved, this will be a non-lapsing appropriation per RSA 32:7 VI and will not lapse until the work is completed or December 31, 2007, whichever is sooner.

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**ARTICLE 13.** To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of compiling an updated Town History and to raise and appropriate the sum of \$1,000 to be placed into this fund.

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**ARTICLE 14.** To see if the Town will vote to consider participation in a Sullivan County Regional Prosecutor Program beginning in the year 2006. This program would allow the Town to join with other municipalities in the area to share in the cost of a regional prosecutor to represent the Town in prosecuting crimes before the Claremont District Court. The cost of participation by the Town is estimated to be approximately \$12,100 per year; however no appropriation of funds is being requested at this time. This is a non-binding article and is intended solely to provide the Selectboard with public input on whether to pursue this matter.

**ARTICLE 15.** Shall the town adopt the provisions of RSA32:14-RSA32:23 establishing a formal budget committee? Said committee shall be composed of nine members to be elected at large. The intent of this article is to formalize the structure and duties of a budget committee as set forth in the state RSAs. **(By Petition)**

**The Selectboard does not recommend this article.**

**ARTICLE 16.** To transact any other business that may legally come before the meeting.

Given under our hands and seal this \_\_\_\_\_ day of January 2005.

**Charlestown Selectboard**

\_\_\_\_\_  
Steven A. Neill

\_\_\_\_\_  
Brenda Ferland

\_\_\_\_\_  
Jon B. LeClair

A true copy attest:

**Charlestown Selectboard**

\_\_\_\_\_  
Steven A. Neill

\_\_\_\_\_  
Brenda Ferland

\_\_\_\_\_  
Jon B. LeClair



**TOWN DELIBERATIVE MEETING**  
**CHARLESTOWN, NEW HAMPSHIRE**

February 9, 2005

To the inhabitants of the Town Of Charlestown, New Hampshire who are qualified to vote in Town Affairs,

Take notice and be warned that the First and Second Sessions of the Annual Town Meeting of the Town Of Charlestown, New Hampshire, will be held on Wednesday, February 9, 2005 commencing at 7:00 PM in the Charlestown Middle School gymnasium and on Tuesday, March 8, 2005 commencing at 8:00 AM in the Community Room at the Silsby Library/Municipal Building. At the second session, voting on all warrant articles will be by Official Ballot commencing at 8:00 AM and concluding at 7:00 PM unless the Town Meeting votes to keep the polls open to a later time.

Albert St. Pierre, Moderator, led the assembly with the Pledge of Allegiance. He then introduced the Town Officials sitting at the head tables. Albert read his rules of conduct for the deliberative meeting, the beginning and end of the warrant and opened the meeting at 7:03 PM. He stated that Article 1 was automatically on the ballot so there was no discussion.

Each presenter asked the motion in the form of a question and to have the article placed on the Official Ballot as read. Each motion was then seconded.

ARTICLE 2: Presented and seconded as read.

ARTICLE 3: Presented and seconded as read. An amendment was made and seconded to add \$18,000 for a total sum of \$3,742,321. The amendment passed with a voice vote. An amendment was made and seconded to add \$73,500 for a total sum for the Budget to be \$3,815,821. The amendment passed with a voice vote.

ARTICLE 4: Presented and seconded as read.

ARTICLE 5: Presented and seconded as read.

ARTICLE 6: Presented and seconded as read.

ARTICLE 7: Presented and seconded as read.

ARTICLE 8: Presented and seconded as read.

ARTICLE 9: Presented and seconded as read.

ARTICLE 10: Presented and seconded as read.

ARTICLE 11: Presented and seconded as read.

ARTICLE 12: Presented and seconded as read. An amendment was made and seconded to change the sentence to say the entire appropriation shall be raised by general taxation. The amendment passed with a voice vote.

ARTICLE 13: Presented and seconded as read.

ARTICLE 14: Presented and seconded as read.

ARTICLE 15: Presented and seconded as read. An amendment was made and seconded to delete the last sentence of the article. The amendment was passed with a voice vote.

ARTICLE 16: Presented and seconded as read.

Bruce Pilvelait spoke about the upcoming article about the addition on the Charlestown Primary School to be presented at the Fall Mountain District deliberative meeting.

Robert Beaudry, a member of the Fall Mountain District Budget Committee, spoke about the upcoming vote on the budget for Fall Mountain at the District's deliberative meeting.

David Edkins, Fall Mountain School Moderator, announced that if school is cancelled on February 10<sup>th</sup>, due to snow, the Fall Mountain District deliberative meeting would be held on Saturday, February 12, 2005 at 9:00 AM.

At this time the Moderator, Albert St. Pierre, adjourned this meeting at 9:31 PM.

Respectfully submitted,

Debra J. Clark  
Charlestown Town Clerk

## BUDGET FOR 2005

	2004	2004	2005
	BUDGET	ACTUAL	BUDGET
<b><u>GENERAL GOV'T</u></b>			
Executive	97,348	96,288	103,829
Election Reg. & Vital	4,835	4,734	3,518
Financial Administration	204,651	196,360	206,342
Revaluation of Property			98,000
Legal Expense	22,500	22,100	18,500
Personnel Administration	20,500	17,997	21,155
Planning & Zoning	52,175	51,843	48,958
General Government Bldgs	112,485	102,884	167,575
Cemeteries	64,310	64,625	67,790
Insurance	36,100	39,755	43,750
Advertising & Reg Assoc	<u>12,663</u>	<u>12,530</u>	<u>14,744</u>
<b>Total General Gov't</b>	<b>627,567</b>	<b>609,116</b>	<b>794,161</b>
<b><u>PUBLIC SAFETY</u></b>			
Police Department	470,251	458,490	527,866
Ambulance	47,545	46,318	53,250
Fire Department	86,469	87,388	85,173
Building Inspection	15,220	11,966	14,145
EMT	<u>43,425</u>	<u>11,275</u>	<u>0</u>
<b>Total Public Safety</b>	<b>662,910</b>	<b>615,437</b>	<b>680,434</b>
<b><u>PUBLIC WORKS</u></b>			
Highways & Streets	692,815	622,549	803,127
Street Lighting	22,000	22,780	25,000
Solid Waste Disposal	<u>288,730</u>	<u>315,114</u>	<u>295,975</u>
<b>Total Public Works</b>	<b>1,003,545</b>	<b>960,443</b>	<b>1,124,102</b>
<b><u>HEALTH &amp; WELFARE</u></b>			
Pest Control	1,025	860	1,275
Health Agencies	36,545	36,380	43,050
Adm. & Direct Assist	<u>54,150</u>	<u>61,033</u>	<u>58,500</u>
<b>Total Health &amp; Welfare</b>	<b>91,720</b>	<b>98,273</b>	<b>102,825</b>
<b><u>CULTURE &amp; RECREATION</u></b>			
Recreation	43,640	42,978	43,640

## BUDGET FOR 2005

	2004 BUDGET	2004 ACTUAL	2005 BUDGET
Library	88,971	90,519	95,796
Heritage Commission			600
<b>Total Culture &amp; Rec</b>	<b>132,611</b>	<b>133,497</b>	<b>140,036</b>
<b><u>CONSERVATION</u></b>	600	466	600
<b><u>DEBT SERVICE</u></b>	10,000	5,096	6,000
<b><u>CAPITAL EXPENDITURES</u></b>	78,700	75,933	69,600
<b><u>TOWN BUDGET</u></b>	2,607,653	2,498,261	2,917,758
<b><u>ARTICLES RECOMMENDED</u></b>	524,550	499,524	361,000
<b><u>SEWER</u></b>	248,441	246,187	342,431
<b><u>WATER</u></b>	503,330	491,235	464,132
<b><u>TOTAL - 3 Funds</u></b>	<b>3,883,974</b>	<b>3,735,207</b>	<b>4,085,321</b>
<b><u>SOURCES OF REVENUE</u></b>			
<b><u>TAXES</u></b>			
Land Use Change Taxes	15,000	17,376	17,000
Timber Taxes	25,000	23,275	23,000
Payment in Lieu of Taxes	7,200	7,247	7,200
Interest & Penalties on			
Delinquent Taxes	120,000	134,635	130,000
Excavation Tax	3,000	2,850	3,000
<b><u>LICENSES, PERMITS &amp; FEES</u></b>			
Business Lic & Permits	3,400	2,159	2,500
Motor Vehicle Permit Fees	680,000	702,199	700,000
Building Permits	10,000	14,766	14,000
Other Lic, Permits & Fees	9,000	9,471	9,000

## **BUDGET FOR 2005**

	2004 BUDGET	2004 ACTUAL	2005 BUDGET
<b><u>FROM STATE</u></b>			
Shared Revenues	49,351	49,351	49,351
Meals & Room Tax Distr.	161,754	161,754	161,754
Highway Block Grant	128,742	128,742	139,746
State/Fed Forest Ld Reim	1,817	1,817	1,817
Other (Including RR Tax)	37,223	37,223	37,223
Other Governments	228,000	228,000	
<b><u>CHARGES FOR SERVICES</u></b>			
Income from Departments	167,000	221,500	200,000
<b><u>MISCELLANEOUS REVENUES</u></b>			
Sale of Municipal Property	35,000	36,732	5,000
Interest on Investments	900	1,348	1,300
Other - Rent, Health Reimb	25,000	30,661	30,000
<b><u>INTERFUND OPERATING TRANSFERS IN</u></b>			
Special Revenue Funds		9,525	60,000
Sewer	248,441	246,187	342,431
Water	503,330	491,235	464,132
Trust & Agency Funds	15,000	17,429	17,000
<b><u>TOTAL REVENUE &amp; CREDITS</u></b>	<b>2,474,158</b>	<b>2,575,482</b>	<b>2,415,454</b>
		<b>PRIOR YEAR</b>	<b>ENSUING YEAR</b>
Appropriations Recommended		3,359,424	3,724,321
Special Warrant Articles Recommended		524,550	361,000
Total Appropriations Recommended		3,883,974	4,085,321
Estimated Revenues & Credits		2,534,325	2,415,454
Estimated Amount of Taxes to be Raised		1,349,649	1,669,867

## 2004 SUMMARY INVENTORY (MS-1)

<u>LAND</u> <u>BUILDINGS</u>	<u>ACRES</u>	<u>ASSESSED</u> <u>VALUATION</u>
<b>Value of land only</b>		
A. Current Use	13,169	\$1,222,450
B. Conservation Restriction Assessment	402	19,350
C. Historic Barns	0.155	115
D. Residential	4,802	34,026,535
E. Commercial/Industrial	446.06	<u>3,485,500</u>
F. Total of Taxable Land	18,819	<b>\$38,753,950</b>
G. Tax Exempt & Non-taxable	2,094	-2,711,016
<b>Value of Buildings only</b>		
A. Residential		\$94,570,065
B. Manufactured Housing		18,358,500
C. Commercial/Industrial		19,762,600
D. Historic Barns	5	<u>19,450</u>
E. Total of Taxable Buildings		<b>\$132,710,615</b>
F. Tax Exempt & Non-taxable		-16,270,335
<b>Public Utilities - Electric</b>	6,531,325	
<b>Valuation before Exemptions</b>	<b>177,995,890</b>	
<b>Blind Exemption (7)</b>	97,600	
<b>Elderly Exemption (32)</b>	767,500	
<b>Totally &amp; Permanently Disabled Ex. (10)</b>	<u>99,500</u>	
<b>Total Dollar Amount of Exemptions</b>	964,600	
<b>Net Valuation on which Tax Rate for State Education</b>		<b>\$177,031,290</b>
<b>Less Public Utilities</b>		<b>\$6,531,325</b>
<b>Net Valuation on which Tax Rate for State Education</b>		
<b>Tax is Computed</b>		<b>\$170,499,965</b>

## 2004 TOWN ELECTIONS

Tuesday, March 9, 2004

Albert St. Pierre, Moderator, declared the polls open at 8:00 AM at which time he announced a protest petition for Article 2 had been received and that it would require a 2/3's vote to pass. He also announced absentee ballots would be opened starting at 1:00 PM and any received by mail would be opened after 5:00 PM.

Absentee ballots were cast at 1:00 PM and the polls were declared closed by Albert St. Pierre at 7:00 PM.

Debra J. Clark  
Charlestown Town Clerk

The results of the voting for the 2004 Town Election is as follows:

### RESULTS OF ANNUAL MEETING 2004

#### Article 1.

##### Selectman for Three Years

Jon B. LeClair \*779

##### Chief of Fire Dept. for One Year

Gary Stoddard \*848

##### Moderator for Two Years

Albert A. St. Pierre \*857

##### Checklist Supervisor for Six Years

Doris Blodgett \*874

##### Trustee of Trust Funds for Three Years

David Henry \*860

##### Medical Building Trustee for Three Years

Jeannette M. Langdon \*833

##### Library Trustee for Three Years

Misha Yakovleff \*807

James Furman \* 66

##### Library Trustee for Two Years



Joan Ilves	*820
<b>Library Trustee for One Year</b>	
Jacqueline T. Kasprzak	*813
<b>Recreation Committee for Three Years</b>	
Kerry L. Johnson	*745
Bruce Pilvelait	*728
Dana C. Rogers	*741
<b>Recreation Committee for Two Years</b>	
Jeremy Tenney	*785
<b>Cemetery Trustee for Three Years</b>	
Frank McKane Sr.	*351
Victoria A. Sargent	*472
<b>Planning Board for Three Years</b>	
Fred Poisson	*486
Gail Fellows	*141
Roger Thibodeau	139
<b>Finance Committee for Three Years</b>	
Barbara A. Blanchard	*741
Susan Laware	*714
Thomas L. Minickiello	*660
<b>Finance Committee for Two Years</b>	
Thomas L. Minickiello	203
David A. Richardson	*603
<b>Finance Committee for One Year</b>	
Joyce A. Higgins	*469
Jeannette M. Langdon	249
Thomas L. Minickiello	110
<b>Highway Advisory Board for Three Years</b>	
Thomas L. Minickiello	*548
Bruce Putnam	*771
<b>Highway Advisory Board for Two Years</b>	
Barry Metcalf	*740

David A. Richardson	*680
<b>Highway Advisory Board</b> for One Year	
Frank McKane Sr.	*667
Albert A. St. Pierre	*783

## ARTICLE 2.

(Submitted by Petition.) "Shall the Town vote to rezone the following described property from Zone E (Mixed Use) to Zone A?" (Town Center Residential/Professional):

All property on the west side of Main Street encompassed within the area bounded by Bridge Street to the north, the Boston & Maine Railroad right-of-way to the west, River Street to the south and Main Street to the east. All property on the east side of Main Street to a depth of 250 feet from the center line of NH Route 12 from Sullivan Street, north to the southerly boundary of the Charlestown Fire Station properties (Map 32, Lots 2 & 3).

### **The Planning Board does not recommend this amendment.**

Official copies of the complete text of the amendment and a map of the affected area are available at the Office of the Town Clerk, and will be on display at the meeting. The following question will appear on the official ballot, and is not subject to amendment at the deliberative session:

"Are you in favor of the adoption of the amendment to the existing town zoning ordinance as proposed by petition?"

**YES 231**

**NO 710**

## ARTICLE 3.

(Submitted by Petition.) "Shall the Town vote to amend the Building Code to require that a demolition permit be obtained from the Building Inspector prior to the removal of any structure, dwelling or portion thereof?"

### **The Planning Board does not recommend this amendment.**

Official copies of the complete text are available at the Office of the Town Clerk, and will be on display at the meeting. The following question will appear on the official ballot, and is not subject to amendment at the deliberative session:

"Are you in favor of the adoption of the amendment to the existing town building code as proposed by petition?"

**YES 177**

**NO 775**

## ARTICLE 4.

"Shall the Town vote to accept the reports of the various Town Officers and to take proper action thereon?"

**YES 805**

**NO 133**

## ARTICLE 5.

“Shall the Town vote to appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the first session, for the purposes set forth therein, the sum of \$3,359,424 which represents \$2,607,653 for the Town operating budget, \$503,330 for the Water Fund operating budget and \$248,441 for the Sewer Fund operating budget?”

Should this article be defeated, the default operating budget shall be \$3,046,157 which is the same as last year's budget\*, with certain adjustments required by previous action of the Town or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

\*Default budget represents \$2,461,073 for the Town operating budget, \$330,835 for the Water Fund operating budget, and \$254,246 for the Sewer Fund operating budget.

NOTE: This warrant article (operating budgets) does not include appropriations in ANY other warrant article.

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**YES 691**

**NO 253**

#### **ARTICLE 6.**

“Shall the Town vote to modify the elderly exemptions from property tax in the Town of Charlestown, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 75 years, \$20,000; for a person 75 years of age up to 80 years, \$30,000; for a person 80 years of age or older, \$40,000. To qualify, the person must have been a New Hampshire resident for at least 5 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than \$18,000 or, if married, a combined net income of not more than \$25,000; and own net assets not in excess of \$50,000 excluding the value of the person's residence, or if married, combined net assets not in excess of \$50,000 excluding the value of the residence?”

**YES 814**

**NO 129**

#### **ARTICLE 7.**

“Shall the Town vote to accept the provisions of RSA 202-A:4-c providing that any town at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the public library trustees to apply for, accept and expend, without further action by the

town meeting, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year?"

**YES 677**

**NO 233**

**ARTICLE 8.**

**(Submitted by Petition.)** "Shall the Town vote to eliminate the position of full-time Emergency Medical Technician (EMT) as recommended by the Charlestown Ambulance Study Committee in their report to the Selectboard on August 6, 2003?"

**YES 488**

**NO 451**

**Recount on 3/18/04**

**YES 484**

**NO 455**

**ARTICLE 9.**

"Shall the Town vote to raise and appropriate, by special warrant article, the sum of \$30,000 for the purpose of renovating the upper floor of the Bakery Building and relocating the Selectboard office to the renovated space, leaving the vacated space in the Municipal Building for use by the Town Clerk's office. Proposed renovations to the Bakery Building include installation of handicapped access, electrical upgrade and ceiling replacement. This will be a non-lapsing appropriation per RSA 32:7 VI and will not lapse until the work is completed or December 31, 2006, whichever is sooner?"

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**YES 653**

**NO 397**

**Recount on 3/18/04**

**YES 553**

**NO 397**

**ARTICLE 10.**

"Shall the Town vote to raise and appropriate, by special warrant article, the sum of \$35,000 for the construction of a 24' X 24' office and scale house building, including bathroom, at the Charlestown Transfer Station?"

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**YES 541**

**NO 415**

**ARTICLE 11.**

"Shall the Town vote to raise and appropriate, by special warrant article, the sum of \$12,500 for the purchase of a 7 cubic yard stainless steel sander for use by the Highway Department?"

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**YES 660**

**NO 285**

## ARTICLE 12.

“Shall the Town vote to raise and appropriate, by special warrant article, the sum of \$285,000 for the reconstruction of the Fling Road Bridge over Clay Brook; eighty percent (80%) of said sum to be reimbursed to the Town by the State of New Hampshire. This will be a non-lapsing appropriation per RSA 32:7 VI and will not lapse until the bridge is completed or December 31, 2006, whichever is sooner?”

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**YES 704**

**NO 243.**

## ARTICLE 13.

“Shall the Town vote to authorize the Selectboard to enter into a three year agreement for the revaluation of all real estate in the town at a total cost of \$140,400 and to raise and appropriate the sum of \$46,800 as the first year’s payment for that purpose?” **This agreement contains an escape clause and will terminate if necessary funds are not appropriated in future years. (Majority vote required.)**

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**YES 471**

**NO 473**

**Recount on 3/18/04**

**YES 469**

**NO 476**

## ARTICLE 14.

“Shall the Town vote to raise and appropriate, by special warrant article, the sum of \$15,000 for the purpose of replacing the carpeting in the Silsby Library?”

**The Selectboard does not recommend this appropriation.**

**The Finance Committee does not recommend this appropriation.**

**YES 337**

**NO 616**

## ARTICLE 15.

“Shall the Town vote to raise and appropriate, by special warrant article, the sum of \$250 for the support of suicide prevention outreach services provided by the Samaritans of the Monadnock Region?”

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**YES 725**

**NO 229**

## ARTICLE 16.

“Shall the Town vote to raise and appropriate, by special warrant article, the sum of \$7,000 for the support of mental health services provided by West Central Behavioral Health?”

**The Selectboard does not recommend this appropriation.**

**The Finance Committee recommends this appropriation.**

**YES 509**

**NO 439**

**ARTICLE 17.**

“Shall the Town vote to raise and appropriate, by special warrant article, the sum of \$130,000 for the purpose of purchasing a new four wheel drive ambulance vehicle with associated equipment and fixtures?”

**The Selectboard recommends this appropriation.**

**The Finance Committee recommends this appropriation.**

**YES 538**

**NO 415**

**ARTICLE 18.**

To transact any other business that may legally come before the meeting.

**DEPARTMENT OF REVENUE ADMINISTRATION  
2004 TAX RATE CALCULATION**

**TAX  
RATE**

Gross Appropriations	3,859,174		
Less: Revenues	2,474,158		
Less: Shared Revenues	28,297		
Add: Overlay	50,853		
War Service Credits	50,000		
Net Town Appropriation		1,457,572	
Approved Town Tax Effort		1,457,572	
Municipal Tax Rate			8.23

**School Portion**

Regional School Apportionment	7,303,490		
Less: Adequate Education Grant	-3,962,375		
State Education Taxes	<u>-659,707</u>		
Approved School (s) Tax Effort		2,681,408	
Local Education Tax Rate			15.15
Equalized Valuation (no utilities)	3.33		
	198,110,272	659,707	
Divide by Local Assessed Valuation (no utilities)			
	170,499,965		
State School Rate			3.87

**County Portion**

Due to County	577,533		
Less: Shared Revenues	-9,123		
Approved County Tax Effort		568,410	
County Tax Rate			3.21
Combined Tax Rate			30.46
Total Property Taxes Assessed		5,367,097	
Less: War Service Credits		-50,000	
<b>Total Property Tax Commitment</b>		<b><u>5,317,097</u></b>	

**Proof of Rate**

<b><u>Net Assessed Valuation</u></b>		<b><u>Assessment</u></b>	
State Education Tax	170,499,965	659,707	3.87
All Other Taxes	177,031,290	<u>4,707,390</u>	26.59
		<b><u>5,367,097</u></b>	



# COMPARATIVE STATEMENT OF APPROPRIATIONS & EXPENDITURES

Fiscal Year Ending December 31, 2004

Appropriation Title	Appropriation Amount	Receipts & Reimbs.	Total Amt. Available	Expenditures	Unexp'n'd Balance	Overdraft
Executive	\$97,348		\$97,348	\$96,288	\$1,060	
Elect/Regis/Vital Recs.	4,835		4,835	4,734	101	
Financial Admin	204,651	46	204,697	196,406	8,291	
Legal	22,500		22,500	22,100	400	
Personnel Admin	20,500		20,500	17,997	2,503	
Planning & Zoning	52,175	10	52,185	51,853	332	
General Gov't. Bldgs	112,485	1,410	113,895	104,295	9,600	
Cemeteries	64,310		64,310	64,625		315
Insurance	36,100		36,100	39,755		3,655
Regional Associations	12,663		12,663	12,530	133	
Police	470,251	1,174	471,425	459,664	11,761	
Ambulance	47,545		47,545	46,318	1,227	
Fire	86,469	14,368	100,837	101,756		919
Code Enforcement	15,220		15,220	11,966	3,254	
EMT	43,425		43,425	11,275	32,150	
Highway & Bridges	692,815	27,939	720,754	650,488	70,266	
Street Lights	22,000		22,000	22,780		780

# COMPARATIVE STATEMENT OF APPROPRIATIONS & EXPENDITURES

Fiscal Year Ending December 31, 2004

Appropriation Title	Appropriation Amount	Receipts & Reimbs.	Total Amt. Available	Expenditures	Unexp'n'd Balance	Overdraft
Transfer Station	288,730	9,851	298,581	324,965		26,384
Pest Control	1,025		1,025	860	165	
Health Agencies	36,545		36,545	36,380	165	
General Assistance	54,150	1,000	55,150	62,033		6,883
Parks & Recreation	43,640		43,640	42,978	662	
Library	88,971	9,525	98,496	100,044		1,548
Conservation Comm.	600		600	466	134	
Debt/Principal/Interest	10,000		10,000	5,096	4,904	
Capital	78,700		78,700	75,933	2,767	
<b>Sub-total</b>	<b>\$2,607,653</b>	<b>\$65,323</b>	<b>\$2,672,976</b>	<b>\$2,563,585</b>	<b>\$149,875</b>	<b>\$40,484</b>
<b>Articles</b>	<b>\$499,750</b>		<b>\$499,750</b>	<b>\$271,523</b>	<b>\$228,227</b>	
<b>GRAND TOTAL</b>	<b>\$3,107,403</b>	<b>\$65,323</b>	<b>\$3,172,726</b>	<b>\$2,835,108</b>	<b>\$378,102</b>	
<b>Net Unexpended</b>	<b>\$337,618</b>					

**BALANCE SHEET**  
**GENERAL FUND**  
as of December 31, 2004

	<u>Beginning of Year</u>	<u>*End of Year</u>
<b><u>Current Assets</u></b>		
Cash and equivalents	\$1,012,551	\$606,616
Investments	5,755	5,805
Taxes receivable	1,056,461	872,420
Accounts receivable	56,333	50,150
Other receivables		2,374
Prepayment	212	1,023
Interfund receivable	30,751	
Tax deeded property subject to resale	1,338	
<b>TOTAL ASSETS</b>	<b>\$2,163,401</b>	<b>\$1,538,388</b>
<b><u>Current Liabilities</u></b>		
Accounts payable	\$19,367	\$17,028
Interfund payable		
Intergovernmental-payable	1,096	1,052
Intergovernmental-school	1,732,728	1,091,383
Escrow & perf. dep.	4,200	67
Deferred revenue	2,750	
Other current liabilities		41,200
<b>TOTAL LIABILITIES</b>	<b>\$1,760,141</b>	<b>\$1,150,730</b>
<b><u>FUND EQUITY</u></b>		
Reserved for encumbrances	\$35,465	\$223,745
Designated for contingency	23,000	
Undesignated fund balance	344,795	163,913
<b>TOTAL FUND EQUITY</b>	<b>\$403,260</b>	<b>\$387,658</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$2,163,401</b>	<b>\$1,538,388</b>

\* THESE FIGURES HAVE NOT BEEN AUDITED

## STATEMENT OF DEBT

December 31, 2004  
Showing Annual Maturities of Outstanding and  
Long-Term Notes

Water Improvement  
NH Municipal Bond Bank  
4.75%

Original Amount: \$650,000.00

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2005	<u>30,000</u>	<u>2,065.71</u>	<u>32,065.71</u>
	30,000	2,065.71	32,065.71

### WATER/WASTEWATER IMPROVEMENT 2001

USA – Rural Utilities Service  
4.50%

Original Amount: \$1,000,000.00

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2004	18,879.90	43,200.10	62,080.00
2005	19,739.05	42,340.95	62,080.00
2006	20,637.30	41,442.70	62,080.00
2007	21,576.43	40,503.57	62,080.00
2008	22,558.29	39,521.71	62,080.00
2009	23,584.84	38,495.16	62,080.00
2010	24,658.09	37,421.91	62,080.00
2011-2030	<u>813,035.81</u>	<u>428,537.09</u>	<u>1,241,572.90</u>
	964,669.71	711,463.19	1,676,132.90

## SCHEDULE OF TOWN-OWNED PROPERTY

	Description	Acreage	Value
L/B	Bakery Building	.12	\$116,300
L/B	Well Lovers Lane	16.56	44,200
Land	Beaudry Development	3.10	4,000
Land	Birch Drive	.11	4,100
L/B	Borough Road	.25	17,100
L/B	Borough Road	20.90	20,400
L/B	Forest Hill Cemetery	9.00	17,600
Land	Pinecrest Cemetery	9.00	43,200
Land	Hubbard Hill Cemetery	0.80	1,000
L/B	Hope Hill Cemetery	10.00	55,600
L/B	North Charlestown Well	.23	25,900
Land	Hall's Pond Road	100.00	45,000
Land	North Hemlock Road Well	5.00	6,400
Land	North Hemlock Road Reservoir	164.00	108,300
Land	North Hemlock Road Reservoir	25.00	33,000
L/B	Wastewater Treatment Facility	23.00	2,901,500
Land	Unity Stage Road	1.00	1,500
L/B	Swim Pool	11.26	201,100
Land	East St. Tennis Court	.43	32,800
Land	South of Transfer Station	29.20	43,700
L/B	Fire Station	.48	273,000
L/B	Town Hall & Water Department	.27	144,900
Land	Briggs Hill	0.50	15,000
L/B	Highway Garage	0.70	83,800
L/B	Library/Municipal Building	.72	483,500
L/B	Medical Center	.32	227,000
Land	Off South Hemlock Road	62.00	46,500
L/B	Transfer Station	5.17	77,700
Land	Chase Circle	2.48	14,400
L/B	Patch Park	16.00	53,100
Land	Egypt Road	.07	100
Land	Borough Road	2.00	18,400
L/B	Springfield Road Pump Station	.35	479,000
Land	Almar Street	0.70	16,500

Land	Hall's Pond Road	50.00	44,500
Land	Gravel Pit-East Street Extension	2.09	31,400
Land	E/S Old Springfield Road	8.00	37,800
Land	Claremont Road	12.56	37,800
Land	Claremont Road	0.50	700
Land	Off Hall's Pond Road	48.00	26,400
L/B	Off North Hemlock Road	2.03	1,700
L/B	Ambulance Bldg - Springfield Road	.35	115,800
L/B	Wheeler Rand Road	1.40	15,900
Land	Unity Stage Road	11.00	24,900
Land	Claremont Road	3.80	27,400
Land	Judland Heights	1.00	12,500
Land	South Side of Claremont Road	1.00	12,500
Land	CEDA Road	0.11	200
MH	1 Morways Park	0	9,500
MH	1 Twin Maples Park	0	9,700
Land	Hillview Circle - road	<u>2.00</u>	<u>3,000</u>
<b>TOTAL</b>		<b>664.56</b>	<b>6,067,300</b>

## **2003 INDEPENDENT AUDITOR'S REPORT**

We have audited the accompanying general purpose financial statements of the Town of Charlestown, New Hampshire as of and for the year ended December 31, 2003 as listed in the table of contents. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The general purpose financial statements referred to above do not include the general fixed assets account group which should be included in order to conform with accounting principles generally accepted in the United States of America. As is the case with most municipal entities in the State of New Hampshire, the Town of Charlestown has not maintained historical cost records of its fixed assets. The amount that should be recorded in the general fixed assets account group is not known.

In our opinion, except for the effect on the financial statements of the omission described in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Charlestown as of December 31, 2003, and the results of its operations and the cash flows of its nonexpendable trust funds for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated April 22, 2004 on our consideration of the Town of Charlestown's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Plodzick & Sanderson - Professional Association



## TOWN CLERK REPORT

January 1, 2004 - December 31, 2004

### MOTOR VEHICLES:

<b>PERMITS ISSUED:</b>	7182	
Registrations/Title Fees		698,094.01
Bad Check Charges		225.00
Municipal Agent Fees		<u>14,599.50</u>
		<b>\$712,918.51</b>

### DOGS:

<b>LICENSES ISSUED:</b>	1085	.
State Fees		2,531.50
Town Fees		4,759.75
Town Fines		<u>1,913.00</u>
		<b>\$9,204.25</b>

### MARRIAGES:

<b>LICENSES ISSUED:</b>	22	
State Fees		\$836.00
Town Fees		<u>154.00</u>
		<b>\$990.00</b>

### FILING FEES:

Uniform Commercial Codes		\$2,135.00
Vital Record Copies		840.00
State Tax Liens		55.00
Elections		186.00
Miscellaneous Filings/Fees		<u>252.33</u>
		<b>\$3,468.33</b>

<b>REMITTED TO TREASURER</b>		<b>\$726,581.09</b>
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**TAX COLLECTOR'S REPORT**  
**Year Ending December 31, 2004**

<b>DEBITS</b>	<b>2004 Levy</b>	<b>2003 Levies</b>
<b><u>UNCOLLECTED TAXES</u></b>		
<b><u>BEGINNING OF YEAR</u></b>		
Property Taxes		665,084.35
Land Use Change		100.00
Yield Taxes		1,015.85
Utility Charges		60,965.29
<b><u>TAXES COMMITTED</u></b>		
Property Taxes	5,343,627.49	795.60
Land Use Change	24,752.00	
Yield Taxes	25,474.83	
Excavation Tax	2,849.93	
Utility Charges	511,468.15	1,133.31
<b><u>OVERPAYMENT</u></b>		
Property Taxes	12,384.57	
Yield Taxes	2,200.00	
Overpayments/Credit Memos	7,684.69	
Interest - Late Tax	6,134.40	40,442.46
Bad Check Charge		25.00
<b><u>TOTAL DEBITS</u></b>	<b>\$5,936,576.06</b>	<b>\$769,561.86</b>

**TAX COLLECTOR'S REPORT**  
**Year Ending December 31, 2004**

<b><u>CREDITS</u></b>	<b>2004 Levy</b>	<b>2003 Levies</b>
<b><u>REMITTED TO TREASURER</u></b>		
Property Taxes	4,830,655.27	354,201.61
Land Use Change	21,252.00	100.00
Yield Taxes	24,517.59	1015.85
Interest	6,134.40	32,395.96
Lien Costs		8,046.50
Excavation Tax @ \$.02/yd.	2,849.93	
Utility Charges	451,309.26	61,095.12
Conversion to Lien		303,389.70
Bad Check Charge		25.00
<b><u>ABATEMENTS MADE</u></b>		
Property Taxes	14,408.84	9,168.17
Utility Charges	4,761.96	123.95
<b><u>UNCOLLECTED TAXES</u></b>		
<b><u>END OF YEAR</u></b>		
Property Taxes	518,335.91	
Land Use Change	3,500.00	
Yield Taxes	3,157.24	
Utility Charges	55,693.66	
<b><u>TOTAL CREDITS</u></b>	<b>\$5,936,576.06</b>	<b>\$769,561.86</b>

**TAX COLLECTOR'S REPORT**  
**Year Ending December 31, 2004**

<b>DEBITS</b>	<b><u>LEVIES</u></b>			
	<b><u>2003</u></b>	<b><u>2002</u></b>	<b><u>2001</u></b>	<b><u>2000-1993</u></b>
Unredeemed Liens Balance Beginning of Fiscal Year		240,970.56	164,008.53	40,282.15
Liens Executed During Fiscal Year	328,872.69			
Interest & Costs Collected (After Lien Execution)	9,877.38	25,836.67	54,247.83	891.31
Overpayments			150.00	
<b>TOTAL DEBITS</b>	<b>\$338,750.07</b>	<b>\$266,807.23</b>	<b>\$218,406.36</b>	<b>\$41,173.46</b>

**REMITTED TO TREASURER:**

Redemptions	120,813.19	99,103.33	156,244.37	1,679.96
Interest & Costs Collected (After Lien Execution)	9,877.38	25,836.67	54,247.83	891.31
Liens Deeded to Municipality	6,101.82	6,002.27	4,981.13	1,931.27
Unredeemed Liens Balance End of Year	201,957.68	135,864.96	2,933.03	36,670.92
<b>TOTAL CREDITS</b>	<b>\$338,750.07</b>	<b>\$266,807.23</b>	<b>\$218,406.36</b>	<b>\$41,173.46</b>

## ABATEMENTS OF TAX COLLECTOR

January 1, 2004 - December 31, 2004

### REAL ESTATE

Camp Blessing Inc.	\$8,128.40
Charlestown, Town of	512.77
Piletz, Barbara A.	489.60
Vaszil, Joan	<u>37.40</u>

#### **Total Abatements for 2003 Levy**

**\$9,168.17**

Bacon, Doris	\$1,047.82
Bailey, Marsha	23.50
Bean, Scott & Melanie	814.30
Brown, David R. & Debra B.	572.56
Charlestown, Town of (to Connolly, Robert)	1,350.24
Charlestown, Town of (to Rumrill, Leanne L)	864.28
Charlestown, Town of	1,242.32
Conroy, Martin J. & Roxene E.	750.00
Crawford, Gail Trustee	158.29
Cromer, Harold E. & Carolyn L.	234.20
Finkle, Edward	10.00
Laux, Howard & Theresa	40.78
Lemieux, Michael M.	704.74
Moore, James & Beatrice	2,053.60
Mullane, Nellie	647.70
Philbrook, Joan	8.16
Russell, Bethany J.	1,269.51
Secretary of Housing & Urban Development	1,198.50
Tenney, Abby L./Newton, Jeffrey P.	206.72
Vaszil, Joan	280.50
Weeks, Raymond D. & Susan	680.00
Yake, Tami J.	<u>251.12</u>

#### **Total Abatements for 2004 Levy**

**\$14,408.84**

### WATER

Ashton, Robert B.	<u>\$123.95</u>
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#### **Total Abatements for 2003 Levy**

**\$123.95**

Ida Bashaw Estate	67.93
Blodgett, Joanne & Alan	50.00
Canessa, Peter	40.79
Champney, Kenneth F. & Betty J.	62.95

## ABATEMENTS OF TAX COLLECTOR - 2004

Davis, Dewitt	149.46
Fleming Jr, Carlton/Fournier, Holly	115.12
Gay, Joanne	73.54
Hosley, Clifford P.	59.25
Hutchinson, Harry & Kathleen	281.01
LaRock, Harold & Kathleen	\$332.65
Lutz, Eric F. & Theodora A.	140.05
Neill, Steven A. & Rebecca A.	186.02
Reynolds, Alan P.	207.70
Russell, Gary W. & Angela L.	43.51
Simard, Raymond E. & Cynthia S.	185.00
Skowfoe, Michael	185.00
Stark, Clifford R. & Nellie E.	173.95
Stoddard, Ralph E. & Carolyn J.	79.46
Templeton, G. Francine	51.85
Tenney, Edwin & Nancy	50.00
Wooton, Michael & Sylvia J.	<u>112.85</u>
<b>Total Abatements for 2004 Levy</b>	<b>\$2,648.09</b>

## SEWER

Agostinho, Robert P. & Kelly J.	\$111.05
Ida Bashaw Estate	45.03
Blodgett, Joanne & Alan	45.00
Canessa, Peter	14.14
Cavanaugh, Richard J.	231.00
Gay, Joanne	59.63
Hutchinson, Harry & Kathleen	227.85
LaRock, Harold & Kathleen	269.72
Lutz, Eric F. & Theodora A.	113.55
Morrison, Donald & Paulette	131.40
Neill, Steven A. & Rebecca A.	161.83
Reynolds, Alan P.	153.06
Russell, Gary W. & Angela L.	35.28
Saylor, Shelley	117.90
Simard, Raymond E. & Cynthia S.	150.00
Skowfoe, Michael	138.00
Stoddard, Ralph E. & Carolyn J.	64.43
Tenney, Edwin & Nancy	<u>45.00</u>
<b>Total Abatements for 2004 Levy</b>	<b>\$2,113.87</b>

## ABATEMENTS - SELECTMEN'S OFFICE

January 1, 2004 - December 31, 2004

by checks

### REAL ESTATE

Hand, John & Hayes, Cheryl	\$659.66
Miller, Brandon & Sarah	202.00
Granite State Electric	<u>4,868.35</u>
<b>TOTAL ABATEMENTS FOR 2002</b>	<b>\$5,730.01</b>

Thomas, Lex & Smith, Sara	97.74
Brault Jr, Roland & Suzanne	210.94
Drewing, Michael D.	117.86
Beaudry, Michael J. & Joan D.	361.91
Hutchins, Florence	31.34
US Gen New England	20,888.50
Hand, John & Hayes, Cheryl	701.62
Miller, Brandon S. & Sarah B.	189.55
Granite State Electric	<u>6,912.77</u>
<b>Total Abatements for 2003</b>	<b>\$29,512.23</b>

Salsi, Angelo & Ina	885.70
Mott, Marlene/Robert & Andrasi	<u>10.00</u>
<b>Total Abatements for 2004</b>	<b>\$895.70</b>

### WATER

Dyke, Michelle	<u>18.50</u>
<b>Total Abatements for 2003</b>	<b>\$18.50</b>
Hayes, Estate, N. Shirley	87.14
Bailey, Janice	114.70
Springfield Property	<u>599.90</u>
<b>Total Abatements for 2004</b>	<b>\$801.74</b>

### SEWER

Bailey, Janice	78.00
Morrison, Donald & Paulette	139.38
Springfield Property	<u>486.40</u>
<b>Total Abatements for 2004</b>	<b>\$703.78</b>



## TREASURER'S REPORT

January 1, 2004 to December 31, 2004

### State of New Hampshire

Shared Revenue Grant	\$86,771.00
Reimbursed State & Federal Forest Land	1,817.40
Reimbursement for Fling Road Bridge	66,202.93
Rooms & Meals	161,753.63
Railroad Tax	<u>37,222.69</u>
	\$353,767.65

### Highway Department

State of New Hampshire- Highway Block Grant	\$128,742.00
Reimbursement for Sidewalks	5,467.00
FEMA Reimbursement	1,127.71
Reimbursement for Health Benefits	<u>13,391.13</u>
	\$148,727.84

### Transfer Station

Permits	\$35,861.00
Demo and Trash	47,838.60
Recycling	27,839.61
Miscellaneous	<u>74.81</u>
	\$111,614.02

### Police Department

Reimbursement for Special Services	\$10,273.60
Reports	1,308.00
State of New Hampshire-Grant	3,675.00
Reimbursement for Dispatch Services	246.29
Court Fines	1,960.00
Miscellaneous	<u>99.58</u>
	\$17,562.47

### Ambulance Department

Payments by Insurance Companies	\$60,399.30
Payments by Individuals	8,511.29
Miscellaneous	<u>139.04</u>
	\$69,049.63

### **Fire Department**

Reports	\$50.00
State of New Hampshire-Grant	<u>14,368.00</u>
	\$14,418.00

### **Planning Board**

Building Permits	\$14,775.80
Application Fees	1,510.00
Reimbursements-Ads, Certified Letters, Expense	1,042.69
Sale of Ordinance	<u>382.78</u>
	\$17,711.27

### **Selectmen's Office**

Town History and Copies	\$1,261.81
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### **Health & Human Services**

Donation	\$1,000.00
State of New Hampshire	1,750.40
Liens	<u>2,894.48</u>
	\$5,644.88

### **Cemetery Department**

Cemetery Lots	\$850.00
Recording Fees for Deeds	25.00
Fees for Opening Graves	6,075.00
Perpetual Care & General Maintenance Funds	<u>19,728.83</u>
	\$26,678.83

### **Recreation Department**

Swimming Pool-Admission Fees & Lessons	\$6,638.00
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### **Rental of Property**

Town Hall	\$1,200.00
Municipal Building	<u>190.00</u>
	\$1,390.00

### **Town Clerk**

Registrations, Title & Registration Fees	\$712,918.51
UCC, Election & Miscellaneous Fees	2,472.33
Vital Statistics-Fees to Town	299.00
Vital Statistics-Fees received & remitted to State	541.00
Marriage License-Fees to Town	154.00
Marriage License-Fees received & remitted to State	836.00
Dog License & Fines	6,672.75

Dog License-Fees received & remitted to State	2,531.50
Checklist Fee	<u>156.00</u>
	\$726,581.09

#### **Tax Collector**

2005 Property Taxes	\$7,387.96
2004 Property Taxes & Interest	481,362.13
2003 Property Taxes & Interest	694,922.87
Redeemed Property Taxes, Interest & Costs	468,694.04
Yield Taxes & Interest	25,727.72
Overpayment/Property Taxes, Received & Refunded	12,384.57
Current Use & Interest	21,367.98
Excavation Activity Tax & Interest	<u>2,849.93</u>
	\$6,046,697.20

#### **Insurance**

Reimbursement from Individuals	\$16,558.27
Return Premium on Contribution 2001-02	1,910.00
Primex Payment for Claim on Town Truck	1,619.22
Primex Payment for Claim on Transfer Station Truck	11,141.59
Primex Payment for Claim on Highway Truck	9,445.00
Primex Payment for Claim at Municipal Building	476.44
Reimbursement for STD	<u>202.22</u>
	\$41,352.74

#### **Miscellaneous**

Junkyard Permits & Other Licenses	\$260.00
Water & Sewer Department-Reimbursed to General Fund	701,012.87
Proceeds of Tax Anticipation Notes	750,000.00
Bank Interest less Service Charges	715.05
In Lieu of Taxes	10,446.35
Timber Tax	67.00
Sullivan Nutrition Reimb. For Building Propane Gas	420.36
Collected NSF checks	76.00
Stumpage & Lumber Sold	22,344.70
Receivables from 2003	26,843.05
Sale of Property	76,731.76
Federal & Elderly Tax Lien	2,029.08
Miscellaneous	<u>1,141.59</u>
	\$1,592,087.81

Balance as of January 1, 2004	\$1,027,960.49
Receipts	9181183.14
Less Disbursements	<u>-9077897.92</u>
Balance as of December 31, 2004	\$1,131,245.71

**Accounts Held by the Treasurer**

General Fund Checking Account	\$606,315.85
Bank of New Hampshire Investment Account	<u>5,805.19</u>
Total Funds Available for the General Fund	\$612,121.04

Conservation Commission-Money Market Account	\$18,852.14
Conservation Commission-Certificate of Deposit	\$11,346.46

Recreation Department-Special Fund Checking Account	\$1,508.70
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Town of Charlestown Water Department-Money Market	\$195,144.41
Water Department-Investment Account	<u>188,856.31</u>
Total Funds Available for Water Department	\$384,000.72

Town of Charlestown Sewer Department-Money Market	\$73,694.77
Sewer Department-Investment Account	<u>127,666.38</u>
Total Funds Available for Sewer Department	\$201,361.15

Landfill Closure Account	\$0.00
Water/Sewer Project Checking Account	\$1,444.59

Old Home Day Association Checking Account	\$3,770.88
Old Home Day Association Certificate of Deposit	<u>6,326.03</u>
	\$10,096.91

## 2004 DETAILED STATEMENT OF EXPENDITURES

### GENERAL GOVERNMENT

#### **Executive Office**

Clerk/Receptionist Full Time	\$13,267.20
Secretary	19,338.20
Salaries - Selectboard	6,600.00
Health/Disability Insurance	7,330.94
FICA/Medicare	2,999.03
NH Retirement System	1,923.75
Unemployment/Workers' Comp	33.19
Dental Ins	705.93
Telephone	1,053.65
Printing, Ads	1,333.67
Dues, Subscriptions, Education	273.38
Office Supplies	1,978.69
Miscellaneous	1,079.98
Adm Assist - Salary	24,900.00
Adm Assist - Secretary	2,457.19
Adm Assist - Health/Disability	5,501.70
Adm Assist - FICA/Medicare	2,007.93
Adm Assist - NH Retirement System	1,469.07
Adm Assist - Unemp/Workers' Comp	28.00
Adm Assist - Dental Ins	235.31
Adm Assist - Dues, Subscriptions	131.31
Adm Assist - Telephone	858.89
Adm Assist - Computer, Software	557.02
Adm Assist - Book, Periodicals, Misc	30.00
AA - Training, Seminars	<u>193.50</u>
<b>Total Executive</b>	<b>\$96,287.53</b>

#### **Election, Registration**

Salaries - Ballot Clerks	\$1,387.65
Salaries - Supervisors & Moderator	1410.60
FICA/Medicare	121.17
Printing & Supplies	1380.42
Computer Software	200.60
Postage	<u>80.00</u>
	\$4,580.44

#### **Vital Statistics**

<b>Total Election, Registration &amp; Vital Statistics</b>	<b>\$4,734.44</b>
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## **Financial Administration**

Salary - Bookkeeper	\$45,280.00
Life/Disability Insurance	349.80
FICA/Medicare	3,463.92
NH Retirement	2,671.52
Unemployment/Workers' Comp	843.71
Dental Ins	470.62
Auditing Services	6,700.00
Town Report	1,044.83
Education, Training	310.73
General Supplies	339.18
Postage	7,242.29
Tax Sale Expenses	3,422.80
Salary - Trustees of Trust Funds-Treasurer	1,000.00
FICA/Medicare	76.50
Trust Fund Fees	268.67
Miscellaneous	253.11
Assessing Services	13,223.78
Salaries - Town Clerk/Tax Collector	31,424.80
Salary - Town Clerk/Tax Collector- Part Time	23,130.51
Health/Disability Insurance	8,697.14
FICA/Medicare	4,821.52
NH Retirement	2,061.42
Unemployment/Workers' Comp	85.41
Telephone	358.90
Education	1,759.12
Dues & Subscriptions	65.00
Sullivan County Registry	975.07
Miscellaneous	38.48
Office Supplies	4,062.14
Mortgagee Search	4,180.00
Motor Vehicle Agent Fees	10,617.75
Salary - Treasurer	4,075.00
FICA/Medicare	311.72
Bank Fees	585.28
Treasurer's Office Supplies	19.24
Software Support	10,573.33
Hardware Data Processing	1,556.95
<b>Total Financial Administration</b>	<b>\$196,360.24</b>

## **LEGAL EXPENSE**

Town Attorney	\$18,687.00
Other Legal Expenses	<u>3412.50</u>
<b>Total Legal Expense</b>	<b>\$22,099.50</b>

## **PERSONNEL ADMINISTRATION**

Health Insurance - Reimbursed	<b>\$17,996.19</b>
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## **PLANNING & ZONING**

Planning & Zoning Director	\$24,900.00
Secretary Part Time	2,969.80
Health/Disability Insurance	5,501.47
FICA/Medicare	2,047.14
NH Retirement System	1,469.07
Unemployment/Workers' Comp	30.94
Dental Ins	235.31
Telephone	443.00
Publication Expenses	853.83
Education, Mileage Reimbursement	226.27
Dues, Resource Materials	834.90
Copier Expense	180.00
Computer Expense	348.37
Postage	1,115.00
Master Plan	220.49
Zoning Board Adjustment Expenses	466.99
Master Plan - Encumbrance	<u>10,000.00</u>
<b>Total Planning &amp; Zoning</b>	<b>\$51,842.58</b>

## **GENERAL GOVERNMENT BUILDINGS**

Custodian	\$14,592.55
FICA/Medicare	1089.44
Disability Insurance	93.06
Unemployment/Workers' Comp	379.07
MB Mowing	2,482.00
Municipal Building - Electricity	6,503.73
Municipal Building - Heating Oil	2,574.65
Municipal Building - Maintenance & Repair	13,547.34
Town Hall - Electricity	1,510.90
Town Hall - Heating Oil	1,220.73
Town Hall - Maintenance & Repair	4,019.37
Ambulance - Mowing	550.00



Ambulance - Electricity	1,727.31
Ambulance - Heating Oil	1395.81
Ambulance - Maintenance & Repair	2491.29
Fire Station - Electricity	1,756.78
Fire Station - Heating Oil	1,272.65
Fire Station - Maintenance & Repair	3,171.91
Highway - Electricity	1,597.17
Highway - Heating Oil	2,468.54
Highway - Maintenance & Repair	4,629.54
Transfer Station - Mowing	2,064.00
Transfer Station - Electricity	2,181.78
Transfer Station - Maintenance & Repair	5,037.13
Recreation - Mowing	15,864.00
Recreation - Patch Park - Electricity	284.85
Recreation - Pool Electricity	224.42
Bakery Building - Electricity	668.66
Bakery Building - Heating Oil	1,169.98
Bakery Building - Maintenance & Repair	1,476.26
Comm Bulletin Board - Electricity	71.40
Cemetery - Electricity	68.50
Municipal Building Encumbrance	3950.00
Fire Dept - Overhead Door Encumbrance	<u>750.00</u>
<b>Total General Government Buildings</b>	<b>\$102,884.82</b>

## CEMETERY

Sexton	\$29,356.80
Salaries - Part Time	15,171.75
Health/Disability Insurance	4,946.63
FICA/Medicare	3,444.42
Retirement	1,735.46
Unemployment/Workers' Comp	1,152.08
Equipment Maintenance	1,655.68
Miscellaneous	1,140.98
Gasoline	1,977.18
Loam,Seed	642.72
Fence Maintenance	91.88
Gate Keeping	420.00
Vehicle Repair	638.32
Uniforms	251.17
Trees	1,500.00
D & E Tree Encumbrance	<u>500.00</u>

<b>Total Cemeteries</b>	<b>\$64,625.07</b>
<b>Insurance - Property, Liability</b>	
Total Insurance	<b>\$39,754.36</b>
<b>Advertising &amp; Regional Planning</b>	
NH Municipal Association - Dues	\$2,571.00
Sullivan County Economic Development	3,200.02
Upper Valley Lake Sunapee	4,559.00
Meeting Waters YMCA	1,200.00
Old Home Day	<u>1,000.00</u>
<b>Total Advertising &amp; Regional Planning</b>	<b>\$12,530.02</b>

## **PUBLIC SAFETY**

### **Police Department**

Salaries - Full Time	\$229,664.97
Salaries - Part Time	86,018.81
Overtime	5,855.89
Health/Disability Insurance	55,850.14
FICA/Medicare	14,110.02
NH Retirement	17,126.60
Unemployment/Workers' Comp	5,571.30
Dental Ins	3,639.00
Telephone/FAX	4,997.99
Subscriptions/Journals	761.60
Alarm Monitoring	162.00
Ammunition	726.25
Office Supplies	1,763.84
Conferences	261.12
Postage	140.00
General Expenses	3,192.53
Training	513.00
Gasoline	9,259.67
Vehicle Maintenance & Repair	3,789.20
Radio Communications	614.84
Uniforms	4,317.24
Grant Seed Money	3,714.80
Contracts	5,297.95
Special Detail	1,075.00
Special Detail FICA/Medicare	<u>65.16</u>
<b>Total Police</b>	<b>\$458,488.92</b>

## **AMBULANCE**

Director/Officers	\$4,000.00
Salaries -Part Time	14,585.70
FICA/Medicare	1,426.56
Unemployment/Workers' Comp	453.91
Telephone	1,309.44
Billing Service	2,949.50
Medical Supplies	9,141.49
Medications/ALS	1,000.00
Courses/Training	958.70
Office Supplies	569.25
Service Contract Zoll	2,818.60
Postage	101.00
Miscellaneous	2,534.09
Gasoline	1,289.91
Vehicle Maintenance	2,520.34
Uniforms	<u>659.18</u>
<b>Total Ambulance</b>	<b>\$46,317.67</b>

## **FIRE DEPARTMENT**

Chief	\$3,000.00
Assistant Chief	500.00
Inspector Part Time	905.00
Salaries - Part Time	25,363.93
FICA/Medicare	2,277.31
Unemployment/Workers' Comp	616.07
Medical Expense	1983.50
Telephone	2,136.62
Dispatching Services	21,524.00
Equipment Maintenance	10,175.51
Dues & Subscriptions	340.00
Training	650.02
Vehicle Fuel	964.85
Vehicle Repair	2,532.02
Radio Communications	2,956.05
General Expense	4,359.34
Personal Equipment	4,164.65
SCBA Maintenance	2,214.44
Fire Barn Purchase Order	<u>724.80</u>
<b>Total Fire Department</b>	<b>\$87,388.11</b>

**CODE ENFORCEMENT**

Building Inspector	\$8,120.00
FICA/Medicare	621.21
Unemployment/Workers' Comp	204.61
Mileage	1,810.74
Dues/Resources	521.90
Education	631.00
Miscellaneous	<u>55.70</u>
<b>Total Code Enforcement</b>	<b>\$11,965.16</b>

**EMT**

Salary Full Time	\$7,628.24
Salary Part Time	320.00
Health/Disability Insurance	2,091.35
FICA/Medicare	579.43
NH Retirement	450.06
Unemployment/Workers' Comp	111.46
Dental Ins	<u>93.75</u>
<b>Total EMT</b>	<b>\$11,274.29</b>

**HIGHWAY ROAD PROJECTS**

Curbs, Drains, Sidewalks	\$14,903.30
Paving	<u>165,000.00</u>
<b>Total Road Projects</b>	<b>\$179,903.30</b>

**Highway Operating Budget**

Public Works Admininstration	\$1,650.00
Salaries - Full Time	152,192.47
Salaries - Part Time	10,335.00
Overtime	11,916.17
Health/Disability Insurance	42,844.53
FICA/Medicare	14,227.43
NH Retirement	10,522.40
Unemployment/Workers' Comp	8,228.26
Dental Ins	3,010.17
Telephone	864.33
Mowing	3,232.32
Engineering - Mapping	277.00
Educational Program	409.00

Signs	1,391.42
Supplies	10,750.85
Office Supplies	561.62
Reconstruction General	20,607.17
Gravel Crushing	9,500.00
Crack Sealing	8,500.00
Safety Striping	2,000.00
Gas/Diesel	14,868.53
Vehicle Maintenance & Repair	31,462.84
Uniforms	2,955.07
Miscellaneous	2,895.18
Culverts	3,998.00
Sand & Gravel	12,629.47
Equipment	4,477.05
Snow & Ice Supplies	46,708.04
Trees	4,135.00
M & W Soils Encumbrance	1,800.00
St Pierre Stone Encumbrance	2,761.25
Beaudry Enterprise Encumbrance	<u>935.00</u>
	<b>\$442,645.57</b>
<b>Total Highway Department</b>	<b>\$622,548.87</b>

## STREET LIGHTS

Street Lights	<b>\$22,779.24</b>
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## TRANSFER STATION

Public Works Administration	\$1,650.00
Salaries - Full Time	58,644.80
Salaries - Part Time	27,628.71
Overtime	1,410.84
Health/Disability Insurance	8,730.23
FICA/Medicare	6,825.16
NH Retirement	3,633.88
Unemployment/Workers' Comp	3,296.08
Telephone	1,210.74
Equipment	4,019.92
Maintenance & Repair, Testing	10,646.52
Dues, Subscriptions, Education, Licenses	886.00
Supplies & Miscellaneous	1,233.76
Computer/Software	695.00
Diesel/Gas	4363.42

Vehicle Expense	480.04
Uniforms	396.29
Recycling	1,753.49
Demo/Trash Removal	172,549.12
Household Hazardous Waste	1,250.00
Landfill Closure Monitoring	<u>3,810.00</u>
<b>Total Transfer Station</b>	<b>\$315,114.00</b>

## **ANIMAL CONTROL**

Animal Services	\$433.96
Ads, Postage, Printing, Food	<u>426.18</u>
<b>Total Animal Control</b>	<b>\$860.14</b>

## **HEALTH AGENCIES**

Home Health Care	\$24,500.00
Sullivan Nutrition	3,500.00
Sullivan County Hospice	1,500.00
Community Youth Advocates	2,000.00
South Western Community Services	2,510.00
Salary Health Officer	2,041.60
FICA/Medicare	156.21
Unemployment/Workers' Comp	83.15
Miscellaneous	<u>88.61</u>
<b>Total Health Agencies</b>	<b>\$36,379.57</b>

## **GENERAL ASSISTANCE**

Telephone	\$428.76
Community Alliance	11,000.00
Office Supplies	30.86
Medical - Clients	4,263.82
Electricity - Clients	5,795.26
Food	39.91
Rent - Clients	34,117.34
Fuel - Clients	3,185.41
Other Expenses - Clients	<u>2,171.76</u>
<b>Total General Assistance</b>	<b>\$61,033.12</b>

## **PARKS & RECREATION**

Salary - Director Part Time	\$6,500.00
Assistant Director	\$999.96
FICA/Medicare	573.82

Unemployment/Workers' Comp	177.83
Program Supplies	66.44
Parks Maintenance	2,529.84
Swim Pool Lifeguards	21,110.98
Swim Pool - FICA/Medicare	1,615.02
Swim Pool - Unemployment/Workers' Comp	532.51
Swim Pool - Telephone	182.04
Swim Pool - Supplies	<u>8,688.80</u>
<b>Total Parks &amp; Recreation</b>	<b>\$42,977.24</b>

## LIBRARY

Librarian	\$29,071.52
Assistant Librarian	17,072.75
Salaries - Part Time	18,919.29
Life/Disability Insurance	403.40
FICA/Medicare	4,922.23
Retirement	1,715.24
Unemployment/Workers' Comp	226.33
Telephone	935.44
Supplies	1,021.66
Computer Expenses	1,010.26
Postage	191.00
Equipment	114.72
Dues, Subscriptions	947.10
Miscellaneous	86.08
Education/Workshops	604.92
Travel Reimbursement	518.55
Programs & Displays	127.80
Conservation	101.42
General Fund Books	1,336.74
Literacy Program	668.33
Transfer to Library Tech Trust Fund	1,000.00
Trustees of Trust Funds	<u>9,524.26</u>
<b>Total Library</b>	<b>\$90,519.04</b>

## CONSERVATION

Total Conservation Commission Expense	<b>\$465.02</b>
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## DEBT

TAN Interest	<u>5095.89</u>
<b>Total Debt Service</b>	<b>\$5,095.89</b>



**SPECIAL ARTICLES**

Article 9 - Bakery Building Encumbrance	\$15,400.00
Article 9 - Bakery Building Renovations	14,600.00
Article 11 - Highway Sander	12,381.00
Article 10 - Transfer Station Building	34,892.43
Article 15 - Samaritans	250.00
Article 16 - West Central Behavioral Service	7,000.00
Article 17 - Ambulance Encumbrance	130,000.00
Article 12 - Fling Road Bridge	235,855.41
Article 12 - Fling Road Bridge Encumbrance	<u>49,144.59</u>
<b>Total Special Articles</b>	<b>\$499,523.43</b>

**CAPITAL OUTLAY**

GIS Mapping	\$32,500.00
Police Vehicle	16,411.36
Cemetery Mowers	4,347.27
Record Preservation	2,792.00
Propane Tanks	2,337.84
Miscellaneous - Police Association	150.00
Miscellaneous - Twin Valley Heating - TH	308.55
Miscellaneous - Flanders & Patch Truck	8,582.00
GIS Mapping Encumbrance	7,000.00
Police Computer Encumbrance	<u>1,504.00</u>
<b>Total Capital Outlay</b>	<b>\$75,933.02</b>

**GRAND TOTAL 2004 EXPENDITURES****\$2,997,777.48**

2003 Accts Payable paid in 2004	19,367.21
Prior Years' Payables paid in 2004	30,862.16

# TRUSTEES OF TRUST FUNDS

NEW CEMETERY ACCOUNTS - 2004

FH (FOREST HILL) - HH (HOPE HILL)

PC (PINECREST) STC (ST. CATHERINE) - G (GRAVES)

<u>DATE</u>	<u>NAME</u>	<u>AMOUNT</u>	<u>CEM</u>	<u>SECT - LOT</u>	<u>G</u>
2003					
1-Dec	Putnam, M/M-2 open	600	PC	10-1250-ABCD	4
2004					
9-Mar	Snide, J/L	150	HH	7-280-A	1
9-Mar	Tallman, G.	150	HH	7-280-B	1
19-Mar	Parker, Jr., R/P				
	Mahoney, Sr-1 open	600	PC	11-240-ABCD	4
3-Jun	Miklaszewicz, J/J	300	PC	11-1241-CD	2
15-Jul	Nash, G/A	300	PC	5-257-AB	2
19-Jul	Bailey, J/M	300	PC	10-1233-CD	2
19-Jul	Olson, V	150	PC	5-244-C	1
	Fish, C	150	PC	5-244-D	1
19-Jul	Kuncik, P.J	300	PC	SF-AB-7	2
28-Jul	Mandigo, L/G	300	HH	8-41-CD	2
13-Sep	Gates, G/T	300	PC	11-1246-CD	2
1-Nov	Battles, L	<u>150</u>	PC	11-1245-A	<u>1</u>
	<b>TOTALS</b>	<b>3750</b>			<b>25</b>

Barbara M. Jones, Treasurer  
Trustees of Trust Funds

**FORM MS -9 REPORT OF THE COMMON AND RETAINED INCOME FUNDS**

Date of Creation	Name of Trust Fund	Purpose of	How Invested	Balance Beginning Year	New Funds Created	Reimburse Broker fees	Gains
1896	Silby Public Library	Library	Stks/Bds	144,966.15	0.00	38.49	3,375.56
1974	Maude I. Prouty	Library	Stks/Bds	30,700.39	0.00	8.15	714.70
1979	Sayce Fund Library	Library	Stks/Bds	1,520.27	0.00	0.41	36.00
1974	Maude E. Prouty- Worthy Poor	Poor	Stks/Bds	20,469.53	0.00	5.43	477.08
1772	Swan Fund	Student Loan	Stks/Bds	2,828.08	0.00	0.75	66.60
1862	Porter Widow Fund	Needy	Stks/Bds	56,272.40	0.00	14.94	1,310.61
1920	Charles H. Hoyt	Streets	Stks/Bds	44,603.81	0.00	11.84	1,037.00
1925	Charles H. Hoyt	Mausoleum	Stks/Bds	14,419.35	0.00	3.83	336.63
1967	Mary A. Sherwood	Trees	Stks/Bds	2,552.28	0.00	0.68	59.40
1881	Perpetual Care 1881-1995	Perpetual Care	Stks/Bds	295,620.55	0.00	78.47	6,884.31
1995	General Maintenance	General Maintenance	Stks/Bds	34,160.01	3450.00	9.98	874.13
1882	Horace Metcalf	Fountain	Stks/Bds	353.02	0.00	0.09	8.99
1961	Care/North Charlestown	Cemetery	Stks/Bds	9,030.92	0.00	2.40	210.62
1969	Ernest A. Bixby	Scholarship	Stks/Bds	85,059.11	100.00	22.61	1,982.09
1995	Pride in Charlestown	Scholarship	Stks/Bds	13,434.91	585.00	3.72	325.79
1979	Dorothy Sayce	Trees	Stks/Bds	3,592.33	0.00	0.95	82.83
1988	James Hearne	Town Hall	Stks/Bds	1,968.61	0.00	0.52	45.02
1993	Emma Hunt	Conservation Commission	Stks/Bds	4,385.78	0.00	1.16	102.60
1979	Dorothy Sayce	Pool	Stks/Bds	1,520.26	0.00	0.41	36.00
1979	Sayce Fund Student Fund	Student Loan	Stks/Bds	1,520.26	0.00	0.41	36.00
2000	Patch Park Gift Fund	Park	Stks/Bds	0.00	0.00	0.00	0.00
Grand Total Common Fund & Retained Income Fund				768,978.02	4,135.00	205.25	18,001.96

**Form MS - 9 Report of the Town Capital Reserves, Town of Charlestown, NH on December 31, 2004**

		Principal					
		Balance Beginning of Year 1-Jan-04	New Funds	Gain/ Loss Sales	Balance End of Month 31-Dec-04	YTD Totals	
						New Funds	Expend
Town Capital Reserve Invested							
Money							
Silby Library Technology Market		8,686.93	1,000.00	0.00	9,686.93	0.00	\$0.00
Money							
Recreational Facility Market		40,049.00	0.00	0.00	40,049.00	0.00	\$0.00
Total		48,735.93	1,000.00	0.00	49,735.93	0.00	0.00

Expended	Balance End Year	Income Balance Beginning of year	% % % % % % % %	New Funds	Income During year	Expended During Year	Income Balance End of Year	Total Principal & Income End of Year
0.00	148,380.20	7,299.59	0.1885	0.00	7,174.23	(7,299.59)	7,174.23	155,554.43
0.00	31,423.24	1,545.87	0.0399	0.00	1,519.33	(1,545.87)	1,519.33	32,942.57
0.00	1,556.68	76.54	0.0020	0.00	75.24	(76.54)	75.24	1,631.92
0.00	20,952.04	18,798.46	0.0266	0.00	1,235.61	(3,071.88)	16,962.19	37,914.23
0.00	2,895.43	142.41	0.0037	0.00	139.96	(142.41)	139.96	3,035.39
0.00	57,597.95	11,065.13	0.0732	0.00	2,928.13	(2,925.00)	11,068.26	68,666.21
0.00	45,652.66	33,334.09	0.0580	0.00	2,641.43		35,975.50	81,628.16
0.00	14,759.81	15,931.60	0.0188	0.00	921.20		16,852.80	31,612.61
0.00	2,612.35	504.71	0.0033	0.00	132.84		637.55	3,249.90
0.00	302,583.34	14,885.60	0.3844	0.00	14,629.97	(14,885.60)	14,629.97	317,213.31
0.00	38,494.12	1,430.31	0.0441	0.00	1,798.86	(1,430.31)	1,798.86	40,292.98
0.00	362.10	2,481.53	0.0005	0.00	49.84		2,531.37	2,893.47
0.00	9,243.93	4,328.01	0.0117	0.00	503.22		4,831.23	14,075.16
0.00	87,163.81	4,320.39	0.1106	0.00	4,260.10	(4,400.00)	4,180.49	91,344.30
0.00	14,349.42	1,390.49	0.0175	0.00	696.09	(250.00)	1,836.58	16,186.00
0.00	3,676.12	872.04	0.0047	0.00	189.02	(75.00)	986.06	4,662.18
0.00	2,014.14	414.22	0.0026	0.00	102.78		517.00	2,531.14
0.00	4,489.55	1,976.86	0.0057	0.00	242.77		2,219.63	6,709.18
0.00	1,556.67	1,054.47	0.0020	0.00	88.97		1,143.44	2,700.11
0.00	1,556.67	76.55	0.0020	0.00	75.24	(76.55)	75.24	1,631.91
0.00	0.00	0.00	0.0000	0.00	0.00		0.00	0.00

0.00	791,320.23	121,928.87	1.0000	0.00	39,404.82	(36,178.75)	125,154.94	916,475.17
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Income				Combined				
Balance Beginning of Year 1-Jan-04	% % % %	Earned Income	Trans/ Income Expend	Balance Income End of Year 31-Dec-04	Accru Income	YTD Totals Trans/ Expend	YTD Totals Trans Expend	Total Principal & Income 31-Dec-04
(\$4,438.69)	0.1948	141.66	0.00	(\$4,297.03)	117.17	0.00	0.00	5,389.90
10,792.21	0.8052	651.09	0.00	11,443.30	540.18	0.00	0.00	51,492.30
6,353.52	1.0000	792.75	0.00	7,146.27	657.35	0.00	0.00	56,882.20

MS-10 REPORT OF THE COMMON AND RETAINED INCOME FUNDS FOR THE TOWN OF CHARLESTOWN NEW HAMPSHIRE

		ADDITIONS				
# SHS	HOW INVESTED DESCRIPTION OF INVESTMENT	BALANCE BEG YEAR 1-Jan-04	PURCHASES	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR 12/31/2004
<u>NOTES AND BONDS</u>						
30000	US Treas Notes 1.50% 7/31/05	0	30071.48			30,071.48
25000	US Treas Notes 5.875% 2/15/04	24,820.31		25,000.00	179.69	0.00
50000	US Treas Notes 6.50% 5/15/05	50,226.57				50,226.57
50000	US Treas Notes 6.50% 10/15/06	50,199.03				50,199.03
50000	US Treas Notes 6.625% 5/15/07	49,750.00				49,750.00
50000	Bellsouth Cap Fd CP 7.75% 2/15/10	49,875.00				49,875.00
50000	Lehman Brothers Hldg CP 7.875% 11/1/09	48,437.50				48,437.50
116000	Nationsbank Corp 6.375% 2/15/08	106,988.20				106,988.20
<u>MUTUAL FUNDS - FIXED INCOME FUNDS</u>						
9642.867	Vanguard Fixed Income Secs GNMA Port #36	100,192.50			0.00	100,192.50
<u>COMMON STOCKS</u>						
250	Abbott Laboratories	0.00	10,930.00			10,930.00
400	Alltel Corp	19,760.00				19,760.00
150	ChevronTexaco Corp	0.00	18,382.00			18,382.00
300	Cisco Sys Inc	18,529.25				18,529.25
700	Conagra Inc	0.00	19,166.00			19,166.00
500	Coca Cola Co	23,230.00		20,154.52	(3075.48)	0.00
500	Dominion Res Inv Va New	7,395.87				7,395.87
500	EI DuPont De Nemours & Co	20,202.42				20,202.42
750	Exxon Mobil Corp	2,379.96		18,892.06	17,702.08	1,189.98
1000	General Electric Co	28,728.00				28,728.00
400	Intel Corp	12,652.00				12,652.00
200	Intl Business Machines	16,859.20				16,859.20
300	Johnson & Johnson	13,687.50				13,687.50
400	Kimberly-Clark Corp	25,528.00				25,118.94
100	McGraw Hill Cos Inc	1,906.25				1,906.25
300	Merck & Co	14,664.00				14,664.00
400	Microsoft Corp	13,934.00				13,934.00
12	Neenah Paper Inc (Sk Distribution from Kimber)	0.00				404.98
5	Piper Jaffray Co	0.00	228.49	228.49	43.96	0.00
750	Pfizer Inc	14,963.38		10,633.64	3,151.95	7,481.69
800	SBC Communications Inc.	2,127.86				2,127.86
800	Teco Energy	20,952.00				20,952.00
500	U S Bankcorp Del (Corporate Spinoff)	12,930.00				0.00
500	U S Bankcorp Del (Spinoff from US Bankcorp)	0.00				12,745.47
400	Verizon Communications Inc	2,830.73				2,830.73
<u>FEDERATED US TREASURY CASH</u>		15,228.49				15,931.81
TOTAL PRINCIPAL		768,978.02	78,777.97	74,908.71	18,002.20	791,320.23
<u>RETAINED INCOME</u>						
50000	US Treas Note 1.50% 7/31/05					
Federated US Treasury Cash						
Income Money Market Fund						
Fees Paid To The New Hampshire Trust Company						
TOTAL		0.00	0.00	0.00	0.00	0.00

COMBINED COMMON TRUST FUND AND

RETAINED INCOME FUND	768,978.02	78,777.97	74,908.71	18,002.20	791,320.23
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Fees Paid \$3,311.97

INCOME			PRINCIPAL ONLY		
BALANCE BEG YEAR	INCOME RECEIVED DURING YEAR	BALANCE END OF YEAR	BEG OF YEAR FAIR MKT VALUE	UNREALIZED ANNUAL GAINS/LOSSES	END OF YEAR FAIR MKT VALUE
	185.44		0		29816.1
	734.37		25,144.53	(25144.53)	0.00
	3,250.00		53,437.50	(2707.00)	50,730.50
	3,250.00		55,710.90	(2714.90)	52,996.00
	3,312.50		56,601.55	(2662.05)	53,939.50
	3,875.00		58,842.90	(919.40)	57,923.50
	3,937.50		59,215.50	(1428.50)	57,787.00
	7,012.50		122,206.48	(3828.88)	118,377.60
	4,686.78		101,250.10	(578.57)	100,671.53
			0.00		11,662.50
	592.00		18,632.00		23,504.00
			0.00		18,378.50
	0.00		7,269.00	(1473.00)	5,796.00
			0.00		20,615.00
	500.00		25,375.00	(25375.00)	0.00
	1,300.00		31,915.00	1955.00	33,870.00
	840.00		27,534.00	1896.00	29,430.00
	795.00		30,750.00	(11527.50)	19,222.50
	480.00		18,588.00	3312.00	21,900.00
	64.00		12,820.00	(3464.00)	9,356.00
	140.00		18,536.00	1180.00	19,716.00
	328.50		15,498.00	3528.00	19,026.00
	616.00		23,636.00	2688.00	26,324.00
	120.00		6,992.00	2162.00	9,154.00
	447.00		13,860.00	(4218.00)	9,642.00
	1,264.00		10,948.00	(260.00)	10,688.00
			0.00	391.20	391.20
			0.00	0.00	0.00
	510.00		26,497.50	(16413.75)	10,083.75
	1,000.00		20,856.00	(240.00)	20,616.00
	608.00		11,528.00	752.00	12,280.00
	480.00		14,890.00	770.00	15,660.00
			0.00	0.00	0.00
	616.00		14,032.00	2172.00	16,204.00
			15,228.49	703.32	15,931.81
	40,944.59		897,794.45	(81,445.56)	901,692.99
49859.38	5750.00	49,859.38			
15,053.17	291.91	15,053.17	N/A		
57,016.32	730.29	60,242.39	N/A		
	(3,311.97)				
121,928.87	39,404.82	125,154.94	0.00	0.00	0.00

121,928.87	39,404.82	0.00	125,154.94	897,794.45	(81,445.56)	901,692.99
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# LIBRARY TRUSTEES TREASURER'S REPORT

## Unrestricted Checking Account

<b>Balance forward</b>	<b>\$2,194.11</b>
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### INCOME

State of NH - grant for concerts	\$300.00
NH Humanities Council - grant	218.14
CSB Money Market Acct - Spalding Bequest	1,900.00
Non-resident fees	30.00
LUV Co-op Lunch	<u>122.84</u>
<b>Total income</b>	<b>\$2,570.98</b>

### EXPENSES

Will Danforth - concert	\$150.00
Sugar River String Band - concert	250.00
Marcia S. Blaine - program	208.14
NH Humanities Council - grant applications	45.01
Unique Signs - sign	1,826.00
American Plate Glass Co - display cases	556.00
LUV Co-op Lunch	136.37
Gifts	160.00
<b>Total Expenses</b>	<b>\$3,331.52</b>

<b>Balance on hand</b>	<b>\$1,433.57</b>
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## SAVINGS ACCOUNT for copier/fax supplies and maintenance

Balance forward	\$3,603.55
Interest	10.62
Deposits from copier/fax income	613.55
Supplies and maintenance	-60.00
New copy machine	1,661.00

<b>Balance on hand</b>	<b>\$2,506.72</b>
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## ACQUISITIONS ACCOUNT

Balance forward	\$3,852.49
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## INCOME

Income from Trust Fund	\$8,922.00
Vanguard dividends	184.31
Donations	152.94
Donations IMO Florence Bingham	100.00
Donation by Charlestown Conservation Com	163.00
Donation by Charlestown Rotary Club	350.00
Book purchases	37.80
Non-resident fee	15.00
Book sale revenues	192.45
Book replacement fees	17.00
<b>Total expenses</b>	<b>\$11,664.59</b>

<b>Balance on hand</b>	<b>2,322.40</b>
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## INVESTMENTS

Wesley and Rosie Hunt Trust,

Managed by Vanguard Wellesley Income Fund

Balance on 12/31/04	\$4,660.50
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CSB Money Market Account	12/31/04	\$624.18
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CSB CD Matures 6/16/05

Includes:	Britta Blish Memorial Fund	\$3,000.00
	Eloise A. Kinson Mem Fund	\$2,197.90
	Centennial Fund	\$1,300.00
	Donald MacPhee Bequest	\$10,000.00

<b>Balance on 12/31/04</b>	<b>\$17,875.32</b>
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## Silsby Free Public Library Trustees

The board meets on the third Tuesday of the month at 4 00 p.m. in the library, and we invite you to attend our meetings. There are no regularly scheduled meetings of the board in December or July

This year the trustees updated the library's mission statement to more fully describe its current purpose and direction.

### Library Mission Statement

The mission of the Silsby Free Public Library is to facilitate learning, self-education and recreation for the whole community. The library has a special mission to encourage children to become life-long readers.

Library materials, programs and services are provided to satisfy the patrons' love of books, quest for information and need for recreation.

The library will continue to build and maintain the unique collection of historical materials specific to the town of Charlestown and the Upper Valley region.

The library will function as a cultural center for the community, providing a venue for local artists and performers.

One of our long-term goals is to get more information about the library out to the public. To that end we are pleased to have been able to erect a new sign on the front lawn on Railroad Street this year. The sign shows the hours that the library is open. Also new this year is information about the library at Charlestown's web page, [www.charlestown-nh.gov](http://www.charlestown-nh.gov).

The other long-term goal that the trustees have established is to create additional events for teens and adults. There has been expansion of our programming for these groups this year. With the support of patrons, the Charlestown Senior Center, the Fort at No. 4, and Bomar, Inc., we have been able to present a variety of musical, cultural and educational programs from the New Hampshire Humanities Council and the New Hampshire State Council on the Arts.

Our programs for children continued this year with reading, crafting, and hands-on educational activities for all ages from pre-schoolers through middle-schoolers.

We sincerely thank all those who have contributed to the library this year: the Charlestown Conservation Commission; the Charlestown Rotary; Bomar, Inc.; those who made donations, either in memory of our former Librarian Florence Bingham or otherwise; those who paid to use the copier or fax; grantors, the NH State Council on the Arts, the Libri Foundation, and the NH Humanities Council; those who bought books at our sale in July; those who gave to replace books; non-residents who paid to join the library; the Green Mountain Glassworks Company that made a gift of the cost of labor to reglaze the windows in the library turret; and all Charlestown taxpayers. We hope that we have not overlooked anyone or any organization in expressing our thanks!

Your trustees invite you to visit the library to browse, borrow materials or make use of our technological equipment that includes computers, copier and fax. We hope to see you at programs, and volunteers to help in the library are encouraged. We also welcome your input on how we can continue to enhance services to our community.

Kate Brenton  
Chairperson, Board of Trustees

## SILSBY FREE PUBLIC LIBRARY

### Circulation

Adult Books	7,861	New Patrons	225
Juvenile Books	13,077	Materials	27,104
Magazines	369	Books Added	1,164
Audio Books	464	Library Visits	209/wk
Videos/DVDs	<u>2,030</u>		

**Total** **23,801**

2004 was a very busy year, with the Library offering a special program in every month except January. We were pleased to partner with the Senior Center and Bomar, Inc., with a grant from the NH Arts Council, to offer a three-concert program of traditional stories and songs. We also partnered with the Fort at No. 4 to present a special program, provided with a grant from the NH Humanities Council, on Susannah Johnson on the anniversary of her captivity. I would like to thank Margaret Bemis and the Senior Center members, and Cheryl Cavanaugh at the Fort for their help in co-hosting these programs.

The Library also received a grant of \$750 from the Libri Foundation for purchasing new children's books. The Charlestown Rotary generously provided us with an additional \$350.00 matching contribution making us eligible for the maximum grant amount. The new books will help support our lending program at the Charlestown Primary School.

Our regular programs continue to be popular, with record attendance at many storytime sessions. The "What's Cooking @ the Library" program for Middle School students was well attended in both the Spring and Fall sessions.

We have had some physical changes this year as well. The rear entrance ramp was removed in order to improve the drainage around the foundation. Green Mountain Glassworks restored the turret windows as a community service project. We hope to continue window repair and restoration during the coming year.

We have a wonderful crew of volunteers who have been helping us keep the Library neat and clean. Thank you to Bill, Tracy, Louise, Rose, Donna and Richard for their hard work.

Thank you to all who supported us over the past year – to those who donated books, videos, magazines or made monetary gifts. Thank you to the Charlestown Garden Club, the Women's Club, Conservation Commission, River Voices Writer's Group, and the Staff and Trustees of the Library.

Sandra V. Perron  
Librarian

## **AMBULANCE REPORT**

2004 was another busy year for the ambulance service. The ambulance was requested 541 times throughout the year. Besides handling emergency calls and requested ambulance transfers, personnel were busy with many different tasks around the station. The ambulance building was painted in part by funds raised by the Charlestown Ambulance Attendants Association. The beautiful flowers around the building were donated and maintained by Richard Aiken a new member of the ambulance service. Four of the service's members completed EMT training in Claremont, and there are now two members taking classes to become EMT's. Two of our members completed CPR instructor training at Valley Regional Hospital. The ambulance service was able to get two AED's (Automatic External Defibrillators) for the town free of charge from the state. These are the devices that shock a person's heart to get it beating again. The AED's are stored with the Police Department so they can quickly be brought to the scene of an emergency and used. The ambulance has trained members of the community and Police Department in the use of the machines. The ambulance service was able to purchase two IV pumps this year. These IV pumps are the same as those used in the hospitals, and allow us to start the administration of some life saving medicines right in the back of the ambulance to speed up a patient's treatment. The ambulance service has also worked closely with the billing agency in Claremont and the Selectboard; this relationship allows us to maintain high quality ambulance service for the town's people with minimal impact on the budget. The town's new ambulance will be ready for delivery in March and should be in service shortly after.

The ambulance service appreciates everybody's support and looks forward to serving the town in the coming year. Please feel free to contact the station with any questions or requests to see the station and our equipment. Again thank you.

Respectfully Submitted

Jerry Beaudry NREMT-Paramedic  
Director of Operations  
Charlestown Ambulance Service

## **FIRE DEPARTMENT**

The year 2004 was a busy year in many different ways. Gary Wallace retired in March as Fire Chief and remains an active member of the department. We thank him for his years of service as Fire Chief.

Several grants were applied for through Homeland Security. We received \$36,000 worth of equipment through these grants. Items received were (4) 2000-watt generators with lighting units attached, air bag system for rescue purposes, (12) spare air pack bottles and (5) mobile digital radios for the fire apparatus.

The members of the Fire Department also raised \$14,000 through fundraisers and private donations to purchase a thermal imager camera for fire and rescue. We would like to thank all those who contributed to the purchase of the camera, without all of you this would not have happened. We also were able to construct an addition to the garage at the fire station for cold storage. We thank the many area businesses that donated materials to complete this project.

During 2004, the Charlestown Fire Department responded to 218 emergency calls including:

- 70 motor vehicle accidents
- 33 automatic fire alarms
- 26 mutual aid request
- 20 smoke investigations
- 20 medical assist
- 15 fuel/chemical spills
- 10 structure fires
- 9 miscellaneous calls
- 6 water problems
- 5 brush fires
- 4 automobile fires

One of our goals for 2005 is to purchase a cascade system for the fire station. This consists of an air compressor, (4) cascade bottles and a filling station. This will enable us to fill air pack bottles in our station. Currently we have to travel out of town at all hours of the day and night to fill these bottles. We look forward to your support on this article.

Respectfully Submitted  
Gary Stoddard, Fire Chief

## **Police Department Annual Report 2004**

In the year 2004, activity increased dramatically for the Police Department. There were 5,700 calls for service handled by our dispatchers. This breaks down as follows:

• Charlestown	4847
• Acworth	220
• Unity	625
• Langdon	196

This is an increase of 34% overall and a 24% increase in Charlestown, alone! Calls that generated a formal report were up 16%. Arrests were up 76% and generated 162 adult criminal complaints brought before the District Court. This doesn't factor in the juvenile and adult felony cases. On the motor vehicle side, accidents were up 8%, summons for motor vehicle violations were up 27% and warnings were up 63%. In case you were wondering, we issued 112 motor vehicle summons and 990 warnings (and some people tell us they never get a break!).

The Police Department also handles local animal control issues in the absence of an Animal Control Officer. This year's annual Dog Warrant Return to the Selectboard showed an initial list of 115 residents that had failed to license their dogs. We were able to reduce that list due to the absence of either dog or owner and 117 dogs were ultimately licensed from the initial list. Overall, there were 1067 dogs licensed in the Town for last year. 49 civil forfeitures were issued and we actually had two cases in the District Court in respect to the list.

We have started on an updated computer system project which is carrying over into this year and, as always, hope to serve you better in the coming year. Thank you for your support.

Respectfully Submitted,  
Edward C. Smith  
Chief of Police



## **CEMETERY DEPARTMENT**

The Charlestown cemeteries saw a lot of activity in 2004. There were a total of 35 burials. Mowing and trimming never seemed to end, except on the rainy days that were numerous. Brush and trees were blown down on a regular basis. One fallen tree branch did some damage to the fountain in Forest Hill the extent of which we are still trying to determine. Four irreplaceable headstones in Hope Hill were vandalized.

On the brighter side, the purchase of a new piece of equipment cut about 20 man-hours a week off mowing time. The VFW Post donated a flag and flagpole for Pine Crest Cemetery. Mike Stringer of Claremont Memorial and Edgar Benjamin, seasoned cemetery employee, donated time and material to install the base.

The Cemetery Department extends thanks to the highway department, transfer station, water and sewer departments as well as the town office staff for all the assistance given every year. Without them, all the tasks that must be done each season would not be accomplished. The Cemetery Department is proud to be part of such a team.

Trustees – Dona Mates – Vicki Sargent – Jeffrey Lessels  
Sexton – Ron LeClair

## **CHARLESTOWN MEDICAL BUILDING**

The renovation project has been 99.9% completed. The front door will be spruced up as soon as weather permits. The old section of the building has been re-roofed and the new landscaping was completed this fall. If you haven't taken a ride by the building lately, wait till spring and check out the new shrubbery, lawn and improvements to the building. The completed project was not done with any cost to the town and the Board appreciates everyone's patience during the project.

Respectfully submitted  
Trustees - Jenny Langdon – Ken Place - John Murray

## RECREATION DEPARTMENT

We would first like to thank all of the volunteers that assist in providing recreational activities for our youth. This includes the Recreation Committee members, coaches, referees, and volunteers who help with maintenance and organization. We also wish to thank our town businesses that continue to support our programs through generous donations for the purchase of equipment and uniforms.

We had a very busy and successful summer season at the pool this year. We had 3,363 visitors and provided 119 lessons. We had fun filled pool parties, with free swimming, barbecues, music and games. Thanks to Heidi Westerling for continuing to do a great job as Pool Director.

Our summer soccer program also went well this year with 156 children signed up for 15 teams. Our summer baseball program was also a huge hit again this year. We had over 190 youth between the ages of 5 and 15 register for t-ball, softball, baseball, and Babe Ruth. For our fall soccer season we had over 182 youth signed up for 12 teams in the 5, 6, 7 & 8, and 9-12 year old age groups. On November 1<sup>st</sup>, we hosted an area wide soccer tournament at Patch Park for 13 teams of 9-12 year olds. It was the fifth year of participation for the girls and the first year for the boys. We handed out 80 trophies to the 1<sup>st</sup> and 2<sup>nd</sup> place teams.

We had our first annual fall fling, which was held, at Patch Park on September 25<sup>th</sup>. We had all kinds of games for children from 3:00 to 6:00PM and then we had karaoke and a bon fire until 10:00PM. We wish to thank Stephanie and Ray Crosby for the use of their grill and for doing all the cooking of the hamburgers and hot dogs.

For our winter basketball program we have over 100 youth on 11 teams in the 2<sup>nd</sup> – 6<sup>th</sup> grades. Our new program for 2<sup>nd</sup> graders continues to be well attended, with over 20 players. We are presently making plans for the 22<sup>nd</sup> annual Winter Carnival, which will be held between January 29<sup>th</sup> and February 15, 2005.

Meetings are held on the first Tuesday of every month at the old town hall. As always, if you have any questions or suggestions about Charlestown Parks and Recreation or our youth sports programs, please contact us.

Recreation Committee  
Recreation Director



## REPORT OF THE PLANNING BOARD

The Planning Board met a total of 27 times during 2004, which was a very busy year. The number of development applications was up significantly over last year with subdivision applications seeing a particularly large increase. In total the Board acted on 43 different applications including:

- 10 subdivisions creating 35 new lots (one subdivision proposing 6 more lots was denied as scattered and premature);
- 14 site plan applications; 9 for new facilities and 5 for the expansion or alteration of existing businesses (1 application was withdrawn before final Board action);
- 13 sign permits;
- 2 boundary adjustments between existing lots; and
- 4 voluntary mergers of existing lots;

The Board also continued the very important process of updating the Town's Master Plan in 2004. Chapters on population growth, housing, natural resources and a "build-out" analysis have been completed in draft form. A community "visioning session" was also held in June, at which some general goals were developed to help guide the future growth and development of the Town. This effort will continue in 2005 with a town-wide Community Attitude Survey that will be conducted to gain further input from residents as to how they wish to see Charlestown grow and change in the future. Additional chapters on transportation, economic development, community facilities, utilities and public services will also be drafted in 2005. The Master Plan effort is being conducted with technical assistance from the Upper Valley Lake Sunapee Regional Planning Commission.

The Board has some new faces this year with the appointment of Eric Lutz and Linda Stewart as Alternate Members. Roger Thibodeau was appointed as a regular member to fill an unexpired vacancy. Two 3 year-terms and one 1-year term on the Board will be filled at the upcoming elections on March 8.

The Planning Board meets at 7:00PM on the first and third Tuesdays of each month in the Community Room of the Library/Municipal Building. All meetings are open to the public and citizen participation is encouraged. The Planning & Zoning office, located in the former "Bakery Building" is open weekdays from 8:00AM to 4:00PM and can be reached by telephone at 826-5368 for information and assistance with all planning & zoning matters.

## **BUILDING/FIRE & HEALTH INSPECTOR**

As Building/Fire & Health Inspector for the past seven years it has again been a pleasure to work with the citizens of Charlestown. I want to commend Bud, the part-time deputy, on a job well done. He is a pleasure to work with. In general the citizens comply with the rules and regulations of ICC and cooperate in obtaining permits through the Selectmen's Office. A list of rules and permit fees are available to anyone. The state ICC books are available for review in the Selectmen's Office and the Library for interested parties.

The Town of Charlestown is a member of ICC (International Code Council) The National Fire Protection Association (NFPA) and National Electrical Code.

This past year there were 230 building permits issued for additions, alterations and renovations to residential and commercial structures. There have been several permits issued for upgrading of electricity and plumbing. For new construction we had 12 new frame homes, several modular and manufactured homes. I work closely with contractors, electricians and plumbers to bring all structures up to ICC code. There have been many code changes this past year.

It is now mandatory to file an application to install oil burning equipment RSA 153:5. Inspections for foster/day care and town buildings are done on a regular basis. The Bakery Building now has a handicapped ramp.

Permit fees in 2004 brought in \$14,465.80, to offset the cost associated with building inspections.

Each October I attend a weeklong seminar in Springfield, Mass in order to stay current with new changes in codes, rules and regulations in the building and health departments. I also attend state meetings for electrical/plumbing and building/health/fire code enforcement.

Please note that any new homes, additions, basement finish or interior closed wall construction with rough plumbing or electrical concealed, must be inspected before the wall finish is installed. A final inspection is required before occupancy.

The position of Building Inspector/Code Enforcement Officer is part time only. As such, I am available two days each week – Mondays and Wednesdays from 4:30 PM to 6:00 PM. In the summer months, I am generally in the office around 1 PM on the same weekdays.

Respectfully submitted – Robert R. Rivard

## CHARLESTOWN HEALTH & HUMAN SERVICES

The Community Alliance of Human Services has continued to work in collaboration with the Town of Charlestown for nine years to assist area families in need. The Community Alliance of Human Services takes great pride in assisting families from the Town of Charlestown.

One hundred twenty seven applications were handed out and 112 families received assistance with housing expenses, electric bills, fuel oil bills, medication, and food during the 2004 calendar year. Thirty-four new applications were requested during the 2004 calendar year.

We were able to refer families and individuals to other services and resources available within Charlestown and Sullivan County. We have made referrals to services such as: The New Hampshire Department of Health & Human Services (Medicaid, TANF, Food Stamps, and APTD), Serve New England (food), Social Security Offices (SSDI and SSI), Southwestern Community Services (fuel assistance, electric assistance, and rental assistance), The Charlestown Area Food Pantry, local churches, Partners In Health, The Medication Program, and the Medication Bridges Program. Additionally, where appropriate, we have encouraged families and individuals to negotiate directly with utility companies and landlords to make payment arrangements on amounts owed. We appreciate the opportunity to provide assistance to families and individuals in need in a caring and professional manner, while, at the same time, reducing the overall budget of the welfare department.

In 2004, The Community Alliance of Human Services continued its participation in the New Hampshire Local Welfare Administrators Association. This association allows us to receive updated information pertaining to local welfare guidelines, policies, and regulations. Attending these meetings also promotes broader knowledge of resources available to families.

The Charlestown Health and Human Services Department also worked in conjunction with the Charlestown Area Christmas Fund to offer special holiday food baskets and Christmas toys to area families in need.

The Charlestown Health and Human Services Department would also like to thank Charlestown residents and businesses for their generous donations to the Charlestown Area Food Pantry by delivering food items to the Charlestown Health and Human Services Department. These items are used to directly assist families in need that visit the office. In addition, on a regular basis, these items are delivered to the Charlestown Area Food Shelf.

The Charlestown Health and Human Services Office is located in the Town Office Building, downstairs from the library. The office days and hours are: Tuesdays and Thursdays from 8:30 a.m. to 1:00 p.m. Staff is available for emergency situations Monday through Friday and can be reached at (800) 894-8400.

Finally, we would also like to thank the Town employees for their assistance and support that have helped to make the Charlestown Health and Human Services Office accessible and responsive to the needs of Charlestown residents.

*Gregory W. Vigue, Town Welfare Administrator*

HCS-HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES  
REPORT TO THE TOWN OF CHARLESTOWN  
JANUARY 1, 2004 TO DECEMBER 31, 2004

ANNUAL REPORT

In 2004, HCS - Home Healthcare, Hospice and Community Services continued to provide home care and community services to the residents of Charlestown. The following information represents HCS's activities in your community in 2004.

SERVICE REPORT

<u>SERVICES OFFERED</u>	<u>SERVICES PROVIDED</u>
Nursing	2,086 Visits
Physical Therapy	391 Visits
Speech Pathology	0 Visits
Occupational Therapy	114 Visits
Medical Social Worker	21 Visits
Outreach	24 Visits
Homemaker Hours	972 Hours
Home Health Aide	1,209 Visits
Home & Community Based Services*	4,228 Hours
Health Promotion Clinics	16 Clinics

\*Home and Community Based Care is a Medicaid program which offers extended home care services to individuals who are in need of nursing home level care but can be maintained at home for a lower cost.

Total Unduplicated Residents Served: 356

Prenatal and well child care, hospice services and "Nurse Is In" clinics are also available to residents. Town funding partially supports these services.

FINANCIAL REPORT

The actual cost of all services provided in 2004 with all funding sources is \$518,233.00.

These services have been supported to the greatest extent possible by Medicare, Medicaid, other insurances, grants and patient fees. Services that were not covered by other funding sources have been supported by your town.

For 2005, we request a total appropriation of \$24,500.00 to continue to meet the home care needs of Charlestown residents.

Thank you for your consideration.

## CHARLESTOWN CONSERVATION COMMISSION

The Charlestown Conservation Commission meets the third Monday of every month at 7:00 PM in the Community Room. The public is invited to attend.

2004 started off with the completion of the Halls Pond timber sale which had been postponed from the year before due to extreme cold and snow. Cersosimo Lumber Company was the contractor and did an excellent job on the logging and clean up of the landing area afterward. The proceeds from the sale were divided evenly between the Conservation Commission and the General Fund.

In April and again in September the Conservation Commission, along with the Lions Club and the Rotary, participated in the State of NH, Department of Transportation's adopt-a-highway program. Together the three groups clean from the Walpole town line to Lovers Lane Rd. For our September clean up we were joined by several students from the Charlestown Middle School's Recycling club who were a tremendous help to all three groups.

The Commission organized and ran Green-up day which is held annually the first Saturday in May. Many thanks to all who volunteered their time and to the organizations and businesses who support this project of cleaning our town roads.

In June, the Commission, Student Conservation Association (SCA), and the local Scout group held a workday on the Halls Pond trail. Thanks to their efforts the trail was brushed out, blazed and some stone steps constructed through wet areas.

Work on revising the trails maps is an ongoing project for the Commission. In July a GPS unit was obtained from the UNH Coop. Extension Service and some information was recorded but due to inclement weather and dense foliage not all work could be completed.

In October several members of the Commission monitored the LCIP (Land Conservation Investment Program) easements, an annual requirement.

The Commission also reviewed numerous wetlands permit applications to the State of NH, Department of Environmental Services and investigated several alleged wetlands violations.



## BIRTHS 2004

<u>NAME OF CHILD</u>	<u>DOB</u>	<u>PLACE</u>	<u>FATHER &amp; MOTHER</u>
Merrill, Nathaniel William	3-Jan	Lebanon, NH	Merrill, Kurt & Kristin
Barth, Sullivan William	12-Jan	Keene, NH	Barth, Kevin & Ryanne
Wood, Sarah Joyce	18-Jan	Springfield, VT	Wood, Douglas & Coleen
Estes, Samantha Marie	18-Feb	Springfield, VT	Estes, Mark & Ann
Bonneau, Jenna Marie	28-Feb	Claremont, NH	Bonneau, Bradley & Heather
Best, Hannah Marie	9-Mar	Springfield, VT	Best, Gerald & Denise
Lord, Jeffrey Allen	9-Mar	Lebanon, NH	Lord, Jeffery & Amanda
Lloyd, Gabriel Jonathan	10-Mar	Charlestown, NH	Lloyd, Bryan & Christina
Karleskint, Phoenix Cathleen	12-Mar	Claremont, NH	Karleskint, Jason & Katherine
Chabot, Lynsey Aretta	25-Mar	Claremont, NH	Chabot, Peter & Crystalmay
Barth, Jameson Richard	18-Apr	Lebanon, NH	Barth, Richard & Deborah
Bascom, Logan Paul	18-Apr	Claremont, NH	Bascom, Gregory & Alissa
Baker, Rebekah Victoria	4-May	Claremont, NH	Baker, Karl & Denise
Corliss, Alexys Louriel	6-May	Lebanon, NH	Corliss, Robert & Vicki
Miller, Hannah Lillian	7-May	Claremont, NH	Muller, Brandon & Sarah
Henning, Olivia Elle	1-Jun	Keene, NH	Henning, Robert & Kimberly
White, Alana Kathryn	3-Jun	Lebanon, NH	White, Brett & Laurie
Eno, Michael Stanford	8-Jun	Claremont, NH	Eno, Karl & Amy
Belletfeuille, Jared Tyler	13-Jun	Claremont, NH	Belletfeuille, Todd & Pamela
Stearns, Gabrielle Fay	26-Jun	Springfield, VT	Stearns, Jeffrey & Faye
Town, Katherine Mae	16-Aug	Springfield, VT	Town, Joseph & Diane
Fortin, Carey Robert Parker	19-Aug	Claremont, NH	Fortin, Philippe & Lynn
Fischer, Cassidy Rain	6-Sep	Claremont, NH	Fischer, Joseph & Alethia
Quail, Harlow Rosemary	2-Oct	Lebanon, NH	Quickel, Robert & Rail, Cori
Garfield, Kamryn Edward	2-Oct	Springfield, VT	Garfield, Scott & Althea
Klema, Jager North	21-Oct	Claremont, NH	Klema, Terrell & Brendan
Roberts, Faith Marie	25-Oct	Claremont, NH	Roberts, Alexander & Crystal
Puksta, Dominic Shawn	29-Oct	Claremont, NH	Puksta, Alexander & Christine
Aldrich, Jonah Robert	11-Nov	Springfield, VT	Aldrich, Travis & Doreen
Hill, Hayley Danielle Dawn	14-Dec	Claremont, NH	Hill, Gary & Trina
Kenyon, Victoria Noelle	29-Dec	Keene, NH	Kenyon, Nathan & Shaundrea

## DEATHS 2004

<u>DATE</u>	<u>DECEASED</u>	<u>PLACE OF DEATH</u>
4-Jan	Walker, Myrtle	Unity, NH
4-Jan	Royce, Malcolm C.	Hartford, VT
10-Jan	Hayes, Shirley N.	Springfield, VT
27-Jan	Wilson, Norma L.	Springfield, VT
29-Jan	Mainolfi, June	Charlestown, NH
1-Feb	Dumont, Richard	Charlestown, NH
8-Feb	Borneisen, James	Claremont, NH
12-Feb	LaPalme, Donald	Charlestown, NH
25-Feb	Spalding, Phyllis S.	Westmoreland, NH
15-Mar	Halliday, Leona F.	Springfield, VT
19-Mar	Jewell, Mary	Lebanon, NH
22-Mar	LaBounty, Bruce F.	Springfield, VT
27-Mar	Curcio, John	Lebanon, NH
31-Mar	Ward Jr, Harold H.	Greenfield, Ma
11-Apr	Carver, James	Newport, NH
12-Apr	Sargent, Selden	Charlestown, NH
17-Apr	Colburne, Robert A.	Springfield, VT
18-Apr	Brys, William	Claremont, NH
19-Apr	Dodge, Alice L.	Springfield, VT
22-Apr	Currier, Stanley	Unity, NH
26-Apr	Blair, Gordon	Lebanon, NH
10-May	Hirshberg, Carole	Charlestown, NH
14-May	Booth, Jane	Claremont, NH
18-May	Chase, Beulah	Unity, NH
29-May	Belanger, Kevin	Charlestown, NH
16-Jun	Johnson, Walter	Charlestown, NH
5-Jul	Carlisle, Jack	Lebanon, NH
6-Jul	Town, Velma	Claremont, NH
10-Jul	Bailey, Jon	Lebanon, NH
13-Jul	Laporte, Clarence	Unity, NH
22-Jul	Dreher, Dorothy B.	Springfield, VT
30-Jul	Parkhurst, John	Charlestown, NH
6-Aug	Bashaw, Ida L.	Springfield, VT
17-Aug	Nadeau, Rosaire A.	Claremont, NH
9-Sep	St. Martin, Peter	Springfield, VT
9-Sep	Allen, Arline	Claremont, NH

### DEATHS 2004

9-Sep	Gates, Tyler	Charlestown, NH
22-Sep	Reilly, June	Exeter, NH
2-Oct	Boyce, John	Unity, NH
3-Oct	Holden, Clara	Claremont, NH
10-Oct	Harris, Florence	Charlestown, NH
16-Oct	Blodgett, Harold	Charlestown, NH
6-Nov	Tenney, Danny J.	Roanoke Rapids, NC
21-Dec	Boles Jr, Earl D.	Springfield, VT
26-Dec	Vachon, Marie	Lebanon, NH



# MARRIAGES 2004

<u>GROOM &amp; BRIDE</u>	<u>RESIDENCE</u>	<u>PLACE OF MARRIAGE</u>	<u>DATE</u>
Thomas, Wayne J. Thomas, Bonnie J.	Charlestown, NH Charlestown, NH	Charlestown, NH	3-Jan
Urista, Arnulfo Thurber, Andrea B.	Charlestown, NH Charlestown, NH	Claremont, NH	22-Jan
Rathbun, Stuart Putnam, Connie	Springfield, VT Springfield, VT	Charlestown, NH	14-Feb
Martineau, Zachary S. Carreira, Amy M.	Charlestown, NH Charlestown, NH	Walpole, NH	27-Mar
Thompson, Jeremy M. Boardman, Casilyn	Charlestown, NH Claremont, NH	Newport, NH	3-Apr
Yake, Gary L. Rogers, Tami J.	Charlestown, NH Charlestown, NH	Walpole, NH	17-Apr
Latsiou, John L. Bilquez, Judy E.	Charlestown, NH Charlestown, NH	Charlestown, NH	1-May
Townsend, Troy S. Roberts, Louisa M.	Fort Wayne, IN Charlestown, NH	Newport, NH	9-May

<u>GROOM &amp; BRIDE</u>	<u>RESIDENCE</u>	<u>PLACE OF MARRIAGE</u>	<u>DATE</u>
Patch, Stanley W. Adams, Kelsey E.	Hubbardton, VT Hubbardton, VT	Charlestown, NH	12-May
Moseley, David W. Hollis, Michelle A.	Charlestown, NH Charlestown, NH	Charlestown, NH	15-May
Parent, David P. Lafoe, Bridget A.	Charlestown, NH Charlestown, NH	Unity, NH	29-May
West, Jason A. Yannuzzi, Candace A.	Charlestown, NH Charlestown, NH	Charlestown, NH	29-May
Stone, Larry C. Blanchard, Sharon L.	Charlestown, NH Rockingham, VT	Charlestown, NH	5-Jun
Town, Randy J. Martell, Christy R.	Charlestown, NH Charlestown, NH	Claremont, NH	25-Jun
Stoning, Brian J. Moscaritolo, Kara M.	Langdon, NH Langdon, NH	Charlestown, NH	26-Jun
Curtis, Lon E. Burger, Mitzie J.	Charlestown, NH Charlestown, NH	Claremont, NH	17-Jul
Strout, David Chase, Sheena	Charlestown, NH Charlestown, NH	Charlestown, NH	24-Jul

# MARRIAGES 2004

<u>GROOM &amp; BRIDE</u>	<u>RESIDENCE</u>	<u>PLACE OF MARRIAGE</u>	<u>DATE</u>
Marsh, Caroline M. Haag, Karen L.	Charlestown, NH Charlestown, NH	Springfield, VT	30-Jul
Simoneau, Chad J. Bissette, Vicky R.	Unity, NH Charlestown, NH	Charlestown, NH	31-Jul
Meier, Ronald A. Benjamin, Frances W.	Charlestown, NH Charlestown, NH	Charlestown, NH	6-Aug
Cowley, Brian G. Dodge, Joanne R.	Keene, NH Charlestown, NH	Surry, NH	8-Aug
Davis, Brent G. Hurlburt, Elizabeth B.	Charlestown, NH Charlestown, NH	Charlestown, NH	14-Aug
Lockhart, Matthew C. Dube, Brandi L.	Charlestown, NH Charlestown, NH	Charlestown, NH	24-Aug
Cross, David A. Malarich, Lisa A.	Charlestown, NH Charlestown, NH	Bradford, NH	28-Aug
Allen, Dennis B. Chaffee, Tracie A.	Charlestown, NH Charlestown, NH	Bow, NH	18-Sep

<u>GROOM &amp; BRIDE</u>	<u>RESIDENCE</u>	<u>PLACE OF MARRIAGE</u>	<u>DATE</u>
Ford, Jonathan R. St. Pierre, Hillary G.	Charlestown, NH Charlestown, NH	Claremont, NH	18-Sep
Gallagher, Michael J. Bailey, Valerie J.	Charlestown, NH Charlestown, NH	Langdon, NH	25-Sep
Westney, Richard N. McNamara, Michele J.	Charlestown, NH Charlestown, NH	Walpole, NH	25-Sep
Dion Jr, Richard J. Grenier, Beverly A.	Charlestown, NH Charlestown, NH	Springfield, VT	27-Sep
Hodgkins, Roger C. Meier, Maryse G.	Charlestown, NH Charlestown, NH	Columbia, NH	2-Oct
Seiber, Jonathan R. Mueller, Ocatilla	Charlestown, NH Charlestown, NH	Springfield, VT	2-Oct
Anderson, Stephen K. Jellie, Tara M.	Charlestown, NH Charlestown, NH	Charlestown, NH	9-Oct
Morris, Thomas E. Tenney, Abby L	Lebanon, NH Charlestown, NH	Charlestown, NH	24-Oct
Coyle, John J. Coyle, Wendy L.	Charlestown, NH Charlestown, NH	Charlestown, NH	27-Nov

## WATER DEPARTMENT 2004

Balance on hand January 1, 2004 – Money Market	\$302,428.61
BNH - Savings	<u>187,234.13</u>
	<b>\$489,662.74</b>

### Deposits:

Rents - Current	\$300,314.60	
Rents - Prior Years	38,853.83	
Rents Paid in Advance	112.40	
Interest on Delinquent Accounts	1,809.20	
Bad check fee	25.00	
Connections - Current	5,250.00	
Meters, Jobs - Prior Years	474.00	
Meters - Current	718.53	
Jobs Billed - Current	790.00	
Primex - reimbursement	1,382.42	
Primex -return of contribution	277.00	
Interest on Investments	5,297.93	
Irving - propane refund	536.04	
NE Water Works - refund	<u>20.00</u>	
<b>TOTAL</b>	<b>\$355,860.95</b>	<b>\$845,523.69</b>

### Disbursements:

Public Works Administration	1,650.00
Clerical	6,633.60
Treasurer	1,250.00
Water Commissioners	3,000.00
Water Collector	2,659.60
Admin. Health/Disability Ins	1,231.76
Admin. FICA/Medicare	1,145.95
Admin. Retirement	645.66
Admin Dental	117.64
Software Support	899.79
Educational Programs	43.23
Office Supplies, Equip, Comp	1,590.79
Postage	582.00
Engineering	1,255.31
Water tests	1,505.28
Salaries Full Time	48,181.05
Salaries Part Time	5,372.04
Overtime	6,567.80
Health/Disability Insurance	14,730.12

FICA/Medicare	4,408.90	
NH Retirement	3,281.89	
Unemployment/Workers' Comp	1,187.50	
Dental Insurance	690.11	
Telephone	3,319.02	
Electricity	20,145.61	
Heating Oil/Propane	3,704.79	
Building Maintenance	3,165.03	
Property, Vehicle Insurance	1,849.04	
Dues/Fees/Courses	532.50	
Equipment	3,965.27	
Gasoline	2,171.87	
Vehicle Maintenance and Repair	2,009.30	
Uniforms	590.63	
Audit	3,100.00	
Mowing	3,876.16	
General Expenses	2,622.15	
Meter Installation & Repair	20,167.73	
Line Installation & Repair	6,062.58	
Fire Hydrant Replacement	4,228.93	
Alarm Monitoring	895.24	
Plant Maintenance & Repair	8,569.69	
Chemicals	8,477.75	
Booster Station Maintenance	1,692.48	
Dam Maintenance	610.50	
Debt Principal/Interest	101,975.64	
Capital Projects	177,275.11	
Abatements	820.24	
2003 Expenses Paid in 2004	<u>1,737.09</u>	
	492,194.37	
Repaid General Fund	461,522.97	
2004 Expenses paid in 2005	776.65	
<b>Money Market - December 31, 2004</b>		<b>\$195,144.41</b>
<b>Investment Bank of NH</b>		<b>188,856.31</b>
Rents billed out in 2004 (less abtm)	335,999.25	
Connections, jobs, etc. billed	6,772.07	

## WASTEWATER DEPARTMENT 2004

Balance on hand January 1, 2004 - Money Market	\$121,490.00
BNH - Savings	<u>126,569.79</u>
	<b>\$248,059.79</b>

### **Deposits:**

Rents - Current	\$150,312.03
Rents - Paid in Advance	180.87
Rents - Prior Years	23,120.82
Interest on Delinquent Accounts	1,116.66
Connections - Current	3,300.00
Dumping Fees – Current	11,198.00
Dumping Fees – Prior Years	576.00
Interest on Investments	2,454.88
New PCC - refund	110.00
NE Water Works - refund	20.00
Johnson & Dix - refund service contract	54.00
Primex - return of contribution	348.00
Deposited in error for 2003	<u>32.19</u>
	<b>\$192,823.45</b>

**\$440,883.24**

### **Disbursements:**

Public Works Administration	\$1,650.00
Clerical	6,133.60
Treasurer	500.00
Sewer Commissioners	3,000.00
Sewer Collector	2,659.60
Salaries Full Time	48,125.49
Salaries Part Time	4,120.13
Overtime	5,981.54
Health/Disability Insurance	15,961.78
FICA/Medicare	5,317.09
NH Retirement	3,847.50
Dental Insurance	807.76
Unemployment/Workers' Comp	517.50
Audit	1,100.00
Mowing	3,701.16
Telephone	3,188.80
Lab Fees	6,319.90
Electricity	21,350.95
Heating Oil	4,320.83

Building Maintenance	3,701.37	
Software	899.78	
Engineering	929.60	
Property, Vehicle Insurance	4,622.60	
Educational Programs	260.72	
Line Installation & Repair	2,567.75	
Alarm Monitoring	244.38	
Office Supplies	1,284.39	
Postage	532.00	
Equipment	2,672.93	
Gasoline	2,171.77	
Lagoon Maintenance	3,755.78	
Vehicle Maintenance & Repair	1,808.35	
Uniforms	704.03	
General Expenses	2,099.10	
Weed Kill	1,500.00	
Debt	57,270.00	
Tests	2,627.07	
Chemicals	1,796.80	
Capital Projects	5,617.67	
Abatements	703.78	
2003 Expenses paid in 2004	<u>2,522.15</u>	
	\$238,895.65	
Nickerson Encumbrance	\$6,800.00	
Reimbursed General Fund	239,522.09	
2004 Expenses paid in 2005	3,012.29	
<b>Money Market - Dec. 31, 2004</b>		<b>\$73,694.77</b>
<b>Investment Bank of NH</b>		<b>\$127,666.38</b>
Rents billed out in 2004 (less abatements)	171,647.80	
Connections, jobs, etc billed	14,999.00	



# BALANCE SHEET WATER & SEWER FUND

December 31, 2004

	<u>Beginning of Year</u>	<u>End of Year*</u>	<u>Beginning of Year</u>	<u>End of Year*</u>
	Water	Water	Sewer	Sewer
<b><u>ASSETS</u></b>				
Cash & Equivalents	302,429	195,144	121,500	73,695
Investments	187,234	188,856	126,570	127,666
Receivables - rents	38,875	34,818	23,243	20,807
Interfund Receivable	31,056			
Other Receivables		140		825
Prepaid Items	58	2,000		
<b>Total Assets</b>	<b>559,652</b>	<b>420,958</b>	<b>271,313</b>	<b>222,993</b>
	=====	=====	=====	=====
<b><u>Liabilities &amp; Fund Balance</u></b>				
Accounts Payable	1,737	777	2,522	3,353
Interfund Payable			32	
Deferred Revenue				
<b>Total Liabilities</b>	<b>1,737</b>	<b>777</b>	<b>2,554</b>	<b>3,353</b>
<b><u>Fund Balance</u></b>				
Reserved for Encum	4,340		4405	6800
Unreserved Fund Bal	553,575	420,181	264,354	212,840
<b>Total Equity</b>	<b>557,915</b>	<b>420,181</b>	<b>268,759</b>	<b>219,640</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>559,652</b>	<b>420,958</b>	<b>271,313</b>	<b>222,993</b>
	=====	=====	=====	=====

\* These figures have not been audited

## Water & Wastewater Departments

The Water and Wastewater had a very productive year and stayed within budget. Many projects and maintenance issues have been completed.

- Installed six new fire hydrants
- Installed twenty one meter pits
- Installed two hundred water meters
- Installed water and sewer at the Transfer Station.
- Installed 1900 feet of 2" water main
- Installed new water booster pump station at Salt Shed Road
- Replaced water booster pump station at Stevens Street
- Repaired 12" water main on Lovers Lane Road
- Repaired water leak on Ceda Road
- Repaired water leak on Mountain View Road
- Repaired water service on Lovers Lane Road
- Repaired sewer service on Lovers Lane Road
- Repaired sewer line on Willard Street
- Repaired two manhole lids on Lovers Lane Road
- Installed new water service on Old Grist Mill Road
- Installed new air conduit at N. Charlestown well site
- Purchased and replaced all propane tanks at all sites.
- Painted Bull Run, Claybrook, and N. Charlestown well houses
- Painted office and laboratory at treatment plant
- Six new water connections
- Five new sewer connections
- Completed easement work and installed trees at Old Claremont Road station and Hammond Acres
- Extended suction lines at Old Claremont Road station
- Repaired and moved grit removal system at treatment plant
- Produced 16,655,027 cubic feet of water or 124,579,600 gallons of water
- Reclaimed, treated and put back to nature 85,351,000 gallons of wastewater
- Acquired new operating permit for the Wastewater Treatment Plant
- Acquired waivers for some repetitive testing on the water systems TTHM, HAA5
- Passed all compliance inspections and reports.

Respectfully Submitted

David P. Duquette

Superintendent Water and Wastewater



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